



SCHOLARS PROGRAM

STUDENT
HANDBOOK
2008 - 2009

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I. Welcome From The Director

Welcome to the Cleveland State University Scholars Program. This Handbook is written for students who are members of the Program, which is administered by the Honors Program. In the Fall of 2007, the Scholars Program debuted with approximately 70 members in a student body of 16,000. As the program matures, we hope to include up to 10% of the student body – over 1500 students. As a member of this group, you enjoy a unique set of opportunities at CSU.

The Scholars Program is organized by the same office as the University Honors Program, which was started in 2004. Although the Scholars Program benefits from the resources and infrastructure provided by the Honors Program, the two Programs have different sets of privileges and responsibilities. This Handbook clarifies both the privileges extended to and the responsibilities expected of Scholars students.

Cleveland State University has made a great commitment to the Scholars Program and the students who belong to the program. The central mission of the Scholars Program is to accommodate and challenge the academically talented and highly motivated students at the University. In exchange for the investment that the Cleveland State University community makes in the Scholars Program, Scholars students are expected to participate actively in the life of the University and to enhance and invigorate the educational environment for all students.

II. Mission Statement

The central mission of the Scholars Program is to improve how the University serves the educational needs of its most academically talented and highly motivated students. The program encourages the participation of the broadest possible range of talented students.

The Scholars Program will achieve its goals by providing students admitted to the program with: (1) challenging, enriched, or interdisciplinary curricular opportunities during their first two years; and (2) a specially tailored course of study during their final two years.*

* Although we refer to “years” in this Handbook, we recognize that not all Scholars students will graduate in four years or less.

III. Rights and Responsibilities

A. Rights

Access to the following:

- Honors-designated classes. These classes are taught by faculty selected for their teaching excellence. They are low enrollment courses (typically 15 – 25 students) with greater breadth or depth than non-Honors classes.
- Scholars floors in the residence halls.
- Scholars advising by designated advisors.
- Scholars experience in the major. The Scholars experience in the major varies with the academic program, but typically gives students the opportunity to work closely with faculty and engage in a research experience in their discipline. In most cases, the upper division requirements are the same as the Honors upper division requirements.
- If a student enrolled in the Scholars Program fails to meet the specified requirements, he or she has the right to avail himself or herself of the Honors Appeals Board.

The purpose of the Honors Appeals Board is to receive and act on petitions for waiver of Scholars Program requirements and to receive and act on petitions resulting from disputes specific to the requirements of the Scholars Program.

Members of the Appeals Board are selected by the Honors Council from amongst the faculty members of the Council.

Decisions of the appeals board may be appealed to the full Honors Council, which has discretion as to whether or not to hear the appeal.

Decisions of the Honors Council may be appealed to the University Admissions and Standards Committee on the issue of whether or not due process has been followed. The Admissions and Standards Committee serves as the last available appeal for the dispute.

B. Responsibilities – Requirements of All Scholars Students:

1. Academic Integrity:

The University Scholars Program is committed honesty and integrity and holds its members to superior standards of ethical conduct. The purpose of the Scholars Program is to promote intellectual effort and achievement; academic

dishonesty is antithetical to the very spirit of the Scholars Program. Academic dishonesty is, therefore, unacceptable, and students must be prepared to accept the appropriate sanctions for any dishonest academic behavior. Please refer to the Cleveland State University Code of Student Conduct:

<http://www.csuohio.edu/studentlife/StudentCodeOfConduct.pdf>

Plagiarism – that is, copying or taking credit for others' work – constitutes academic dishonesty and will result in dismissal from the Program. It is important to bear in mind that sophisticated resources are now available to professors to aid detection of plagiarism. For CSU's statement on plagiarism, consult the following site:

<http://www.csuohio.edu/academic/writingcenter/WAC/Plagiarism.html>

The rules of proper academic attribution can be complex; if you have questions or concerns, you should address them to the relevant professor or reference librarian.

The Scholars Program applies a stricter standard than those found in the Code of Student Conduct. If, at any time, a student has been found guilty of academic dishonesty, irrespective of whether it is a “major” or “minor” infraction (see Code), the student shall be expelled from the Scholars Program.

Note also that the Code of Student Conduct cannot include every possible violation (for example, every foreseeable form of cheating). Nonetheless, Scholars students are expected to conduct themselves with the utmost academic integrity in order to remain in the Program.

2. Academic Progress:

All students in the Scholars Program must make satisfactory progress toward graduation. There are two criteria for satisfactory academic progress:

- the successful completion of required honors coursework; and
- a grade point average (GPA) of 3.25 or better.

Application of these criteria depends in part on whether a student is in the lower division (equivalent of the first two-years of a four year program) or the upper division (equivalent of the last two years) of their academic program. An upper-division student is a student admitted directly to the upper division as a junior, or a student who has completed lower-division requirements and has junior or senior standing in the university. The remainder of this section provides a more detailed explanation of the bulleted points above. Students should plan for how many semesters it will take to complete the requirements, depending on full- or part-time status.

a. Required Honors Coursework:

Students admitted as freshmen: Students admitted to the Scholars Program with freshman standing (less than 30 credit hours) are required to take at least two lower-division Honors-designated general education courses (contract courses excluded). Honors courses offer students the opportunity to participate in courses with greater depth or breadth than standard general education courses. Faculty members teaching these courses are selected for their teaching excellence, and enrollments are usually low (15 – 25 students). The courses are generally more challenging than non-Honors courses. Given these circumstances, Scholars may wish to distribute the two Honors courses throughout the first two years of the curriculum, although there is no prohibition against taking more than one Honors course in a given semester. Scholars may choose to take more than two Honors courses; however, this does not confer any additional advantage within the Program. Scholars students must request permission from a Scholars advisor to take the Honors courses, and will only be admitted on a space-available basis. Upon achieving junior status, students who remain in the Scholars Program will be required to satisfy their major's upper-division honors requirements (see below).

Scholars who matriculate into the University as entering freshman are required to take ASC 101, *Introduction to University Life (IUL)*, or its equivalent. The Scholars Program will have sections of ASC 101 reserved for entering Scholars students, who will be required to register for one of those sections. (This requirement is waived for students having certain majors like engineering or nursing; such students take a special section of *IUL*.) ASC 101 is waived for transfer students, who are thus exempt from this requirement.

Students admitted as sophomores: Students admitted to the Scholars Program with sophomore standing (30 – 59 credit hours) are required to take one Honors-designated course.

Students admitted to upper-division Scholars Program: Students can also apply to the Scholars Program at any point before earning 60 credit hours, at which time the student achieves junior status and must satisfy upper-division requirements. Scholars will be expected to satisfy the requirements that their major department requires students to complete to graduate with honors; in many cases, this may be the same as what is required for students in the Scholars Program. Note that if the departmental requirements are more stringent, students are expected to fulfill the more stringent departmental requirements. (If the major department does not have upper-division requirements established for Scholars students, the students should contact their Scholars advisor to devise an appropriate course of study.) Contact the Honors Program or your major advisor for information on what those requirements are.

Grade Point Average (GPA):

To continue in the Scholars Program, Scholars students must maintain a cumulative GPA of **3.25** or above.

A student whose cumulative GPA falls to 2.30 – 3.24 will be placed on Scholars probation. Such students must improve their GPAs to at least 3.25 within 24 additional credit hours, or they will be dismissed from the Scholars Program. The closer to 2.30 the cumulative GPA gets, the more difficult it will be to raise the GPA to the required minimum value. If the cumulative GPA falls to less than 2.30 in the first 15 credit hours, it will be almost impossible to raise the GPA to the required minimum value in the next 24 credit hours. For example, a student with a GPA of 2.30 after his or her first semester of study must have a 4.0 GPA in the next 24 credit hours to raise his or her cumulative GPA above 3.25 and continue in the Program.

A student whose cumulative GPA falls to less than 2.30 will be dismissed from the Program. Students who are dismissed from the Program at any time are not eligible to re-apply.

IV. Formal Recognition of Scholars Students

A student who graduates having fulfilled the requirements of the University Scholars Program will have the designation

Departmental Honors: *program name*

appear on both the diploma and the transcript.

V. Curriculum

Scholars will have access to certain Honors courses each semester; their eligibility will depend on permission of instructor and class capacity. Additional information about Honors courses is available by following the links below:

- A. [Honors Courses](#) offered during the current academic year
- B. Honors Courses listed in the [University catalog](#)
- C. Additional information about [Honors Courses](#)
- D. [Cross-registration](#) with other universities
- E. [Study abroad options](#)

VI. Coursework within the Discipline

To understand the needs for satisfying Scholars requirements within the discipline, students must consult both:

- the [University catalog](#); and
- the requirements for Scholars students within the major

Taking Graduate Courses: The upper-division requirements for some disciplines allow students to enroll in graduate courses as an undergraduate. To take advantage of this opportunity, students must complete the [Undergraduate Request for Graduate Course form](#), obtain the signature of their faculty advisor and submit it to their Scholars advisor prior to registration. Students who are on probation might not be eligible to enroll in graduate courses and will be evaluated on a case by case basis.

VII. Advising

There are two types of advisors in the Scholars Program: Scholars advisors and faculty advisors. The Scholars advisors are good resources for exploring opportunities in [general education](#) and academic enrichment. The Scholars advisors are the primary advisors for students who have not officially declared a major; they are also available to provide supplementary advice to any and all Scholars students. Scholars advisors are located in the Honors Program office complex (Main Classroom 219).

- A. The Scholars advisors will give each student personal attention and assistance with his or her problems and concerns. Students, however, are expected to take the initiative to seek assistance.
- B. Each Scholars student will be assigned a faculty advisor in the field in which they plan to major. The faculty advisor assists students in the development of meaningful educational plans. The faculty advisor will work with the student to help define the student's educational goals, design an appropriate path for achieving them, and help coordinate upper-division honors courses with degree or major requirements.

1. **Declaration of major:**

Students are advised to declare a major before completing **45** semester hours.

2. **Registration:**

Registration is scheduled each semester to allow the student and his or her advisor to review the student's records and plan a program for the next semester. At this time, the student has an opportunity to discuss academic issues with his or her advisor. Registration helps to ensure that the courses requested by the student will be available to the student the following semester. Any student who is enrolled in the University Scholars Program during the registration period is expected to register during the period designated for this purpose.

- C. Scholars students who meet the requirements for the Upper Division of the Honors Program are encouraged to apply for the Honors Program. However, since the Honors Program Upper Division is limited to a small number of students, success in the Scholars Program does not guarantee entry into the Honors Program.

VIII. HONORS COUNCIL

To assure faculty participation in the operation of the Cleveland State University Honors and Scholars Programs, an Honors Council has been established. The Honors Council's major responsibility is to institute and monitor policies under which the Honors and Scholars Programs will operate; it has the power to create standing and *ad hoc* committees to implement those policies and goals.

The Honors Council consists of seven full-time elected faculty members with three-year, renewable, staggered terms; three appointed "teaching faculty" members with one-year, renewable terms; two honors students; and the Program Director as an ex-officio member. One member each will be elected by faculties of the College of Liberal Arts and Social Sciences, the College of Science, the Fenn College of Engineering, the College of Education and Human Services, the James J. Nance College of Business Administration, the Maxine Goodman Levin College of Urban Affairs, and the Cleveland-Marshall College of Law.

The elected members of the Honors Council will appoint three "teaching faculty" representatives each year for one-year, renewable terms from faculty members who are scheduled to teach honors courses and who are not already members of the Honors Council. Two of the teaching faculty members will be those teaching lower-division courses and the third will be teaching upper-division courses. Finally, the students will elect two honors students each year to serve on the Honors Council, one from the lower division and one from the upper division of the Program.

Honors Council 2008 – 2009 Members

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Honors Council Committee
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