



# HONORS PROGRAM

STUDENT  
HANDBOOK  
2013 - 2014



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## **I. Welcome From The Director**

Welcome to the Cleveland State University Honors Program. We have prepared this handbook to help you navigate the requirements for completing your degree with honors at Cleveland State University. About 200 students out of a student body of 17,000 belong to the Honors Program. As a member of this distinguished group, you receive benefits unique to students belonging to the Honors Program.

The University community also has a higher set of expectations for you. Cleveland State University has made a great commitment to the Honors Program. Honors scholarships are financed from donated funds and from the tuition paid by other students. In exchange for the investment that the Cleveland State University community has made in the Honors Program, we expect honors students to actively participate in the life of the University and to help to make the University a better learning environment for all students.

## **II. Mission Statement**

The central and foundational mission of the Honors Program is to better serve the educational needs of academically talented and highly motivated students at the University. The program encourages the participation of the broadest possible range of talented students. We serve students from most major ethnic groups and a variety of nations. We seek graduates from the full range of secondary schools, from large public high schools to small denominational schools. Transfer students from two- and four-year colleges are also welcome to the Program.

The Honors Program will achieve its goals by providing students admitted to the program with the following: (1) a challenging, enriched, and interdisciplinary curricular module during their first two years, (2) a specially tailored honors course of study during their final two years, and (3) substantial scholarship support during all four years enrolled in the Program.

## **III. Rights and Responsibilities**

### **A. Rights**

- Lower division (freshman) Honors scholarships cover tuition and academic fees. Upper division Honors Scholarships are \$5000.
- Honors classes taught by faculty selected for their teaching excellence. These courses have low enrollment of, typically, 15-25 students, with greater breadth or depth than non-honors courses.
- University Honors Experience courses that bring together Honors students from different cohorts and majors in activities designed to build community among the students in the program.

- Honors advising.
- Early registration for classes.
- Honors course work in the majors. This 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.
- Extended borrowing privileges at the library.
- Participation in program governance through representation on Honors Council.
- Honors floor in the residence hall.
- Access to the Honors Program lounge in MC 412.

## **B. Responsibilities and Requirements of All Honors Students**

### **1. Academic Integrity:**

The Cleveland State University Honors Program values honesty and integrity and holds its members to high standards of ethical conduct. As the Honors Program wishes to promote intellectual excellence, and as such excellence requires the free and honest exchange of ideas, the Honors Program views academic dishonesty as contrary to its ideals and goals. 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>

**The Honors Program applies stricter standards than those found in the Code of Student Conduct. If a student has been found guilty of academic dishonesty, irrespective of whether it is a “major” or “minor” infraction according to the Code, the student shall be expelled from the Honors Program.**

### **2. Academic Progress:**

All students in the Honors Program must be making satisfactory progress toward graduation with Honors. These are our criteria for satisfactory academic progress:

1. Successful completion of required honors coursework
2. Existence of an academic plan approved by the student’s Faculty Advisor and the Honors Director
3. A rate of credit-hour completion sufficient to lead to graduation in a reasonable period of time (usually four academic years)

4. A Grade Point Average (GPA) of 3.5 or better.

Application of these criteria depends in part on whether a student is in the lower-division (first two-years of a four year program) or the Upper-Division (final two years) of the Honors Program. An Upper-Division student is either a student admitted directly to the Upper-Division or a student who has completed lower-division requirements and has junior or senior standing in the University. The remainder of this section is divided into four parts, providing a more detailed explanation of the bulleted points above.

**a. Required Honors Coursework:**

**Universal Honors Experience:** All students in the Honors Program must participate in (and pass) a Universal Honors Experience course each semester. These courses are designed to build community among honors students, to provide learning opportunities not available in regular academic classes, to increase student engagement with the University and the community, and to be enjoyable. An array of Honors experiences will be available every term. Students may take the same Universal Honors Experience course more than once. However, students wishing to do so in consecutive semesters must wait until all other Honors Students have been given the chance to register for the course.

First year students enrolled in HON 101, students participating in student teaching, students engaged in a semester abroad, students participating in National Student Exchange, and students doing a co-op semester who are not enrolled in classes at Cleveland State are not required to take a Universal Honors Experience course. Students who believe that they should be exempt from the Universal Honors Experience for a term must verify this exemption with their Honors Advisor before the term begins.

HON 101, HON 200, and HON 201 will all count toward the Universal Honors Experience requirement.

**Students admitted to the Lower-Division Honors Program:**

Lower-Division honors students are required to take at least four lower-division [general education honors courses](#). These courses are designated by the letter “H” after the course number (e.g. MTH 181H). Honors courses offer students the opportunity to participate in courses with greater depth or breadth than standard general education courses. Enrollments for honors classes are kept small (15-25 students) and the courses are generally more challenging than non-honors courses. Faculty members are selected for their teaching excellence. In most cases, lower-division honors students will enroll in one honors course each semester for their first four

semesters. Students wishing to defer taking an honors course during a semester must have the approval of the Honors Advisor and a plan as to when the honors courses will be taken.

**b. Honors Academic Plan:**

As they approach their junior year, students will work with their Faculty Advisor to develop an academic plan that leads to graduation with Honors. Normally, academic plans are submitted in the second semester of the sophomore year. Lower-division students who have accumulated 60 credit hours of college credit will not be allowed to register for their next semester until they have submitted an approved academic plan. Upper-level honors students (i.e., those admitted as juniors) must submit an approved academic plan prior to registering for their initial semester in the program.

**Guidelines for Honors Academic Plans for Upper-Division Students:**

The student, working with the Departmental Liaison, faculty mentor, or another appropriate faculty member in his or her department, will be responsible for developing an Academic plan, describing a set of courses which will meet both the requirements for the major and the student's goals. This is a non-binding contract open to re-formulation. All Honors Academic Plans and re-formulated Plans must be approved by the Program Director and will be kept on file in the Honors Office.

Depending on the major(s) and goals of the student, the Honors Academic Plan might include additional honors work in established courses, enrollment in graduate courses, participation in a faculty member's research project or laboratory, an independent research project, a service learning project, and/or an internship, job, or co-op experience. If appropriate, students will also be encouraged to attend professional meetings. The Program Director and Honors Advisor are responsible for keeping a record of each student's Honors Academic Plan, monitoring the student's progress, and intervening when appropriate.

**c. Rate of credit hour completion:**

The honors scholarship covers the cost of tuition for a maximum of eight semesters. If the student is admitted as a junior, the scholarship provides \$2500 per semester for up to four semesters. Normally, students are expected to graduate in four years; however, one-semester extensions are possible for programmatic or legitimate academic reasons. It is not feasible for the Program to pay tuition costs indefinitely; therefore the expectation is that the typical course-load per semester will be 16 credit hours. There



will be cases when this credit hour load is not appropriate; students need to obtain approval from their Honors Advisor for lighter course-loads or for course overloads (more than 18 hours). They must also make sure that their course-load each semester is consistent with their Honors Academic Plan (see 2.b. above).

**d. Grade Point Average (GPA):<sup>1</sup>**

Honors students are required to maintain a **3.5 GPA** to continue in the program. Students whose cumulative GPA drops below a 3.5 will be placed on probation. A student on probation will be notified, in writing that they have been placed on probation and will be immediately required to meet with their honors academic advisor to develop a written plan for improving their performance. Probation rules will be different for lower-division and Upper-Division students:

**Lower-Division Students:**

Students entering the university with true freshman status (students who enter with no college credits and/or whose college credits were earned while they were still high school students – PSEOP/AP, etc) will be placed on probation (and required to meet with their advisor prior to registering for the next semester) if their GPA is below 3.5 at the end of their first semester. They must have a cumulative GPA of 3.25 by the end of the summer of their first year, or they will be ineligible to continue in the program. Students who achieve a 3.25 by the end of their first year in the program, but who still are below the 3.5 threshold, will remain on probation and must raise their GPA to 3.5 by the end of the summer of their second year in the program or they will be ineligible to continue in the program.

Lower-Division admits with transfer college credits earned after high school: A student in this status whose CSU cumulative GPA falls below a 3.25 (excluding transfer hours) after they have completed 30 hours (including the transfer hours) will not be eligible to continue in the program. Students with a cumulative CSU GPA of between 3.25 and 3.5 will be placed on probation, required to meet with their advisor to develop a written plan for improving their performance. They must raise their cumulative CSU GPA to 3.5 by the end of the semester in which they have completed 64 hours of college coursework.

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<sup>1</sup>Students admitted to the Honors Program as of fall 2009 will follow the above version of the GPA rules. Students admitted to earlier terms will need to consult with their Honors Advisor to determine whether the rules applying to them are different.

### Upper- Division Students:

Upper-Division students whose GPA falls below 3.5 but above 3.25 will have one semester to correct the deficiency. They will be placed on probation and required to meet with their advisor prior to registering for the next semester to develop a written plan to improve their performance. Upper-Division students who have a cumulative GPA below 3.0 in any one semester will be dismissed from the program.

#### **e. Dismissal:**

Students whose GPA falls below 3.0 or who fail to meet the terms of their probation are subject to dismissal from the program. Once dismissed, a student may **not** be reinstated in the program. However, students may appeal their dismissal to an Honors Appeals Board (see Sec XV). Such appeals must be filed prior to the beginning of the next semester to ensure that the student's scholarship can still be reinstated.

## **IV. Formal Recognition of Honors Students**

A student who graduates having fulfilled the requirements of the University Honors Program will have the following designation appearing on both the diploma and the transcript: "University Honors: *program name*".

## **V. Curriculum**

Each semester a selection of Honors courses and Universal Honors Experience courses will be offered. Information about upcoming Honors courses is available on the Honors web site, usually two weeks prior to the beginning of the registration period.

## **VI. Honors within the Discipline**

Honors requirements vary from one department to another as appropriate to the discipline. To learn about the requirements for Honors within each discipline, students should consult with the department in which they intend to major. Information can also be obtained on-line from the Honors home page (see link for "[Upper Division Program](#)" under "Current Students".)

The student's Honors Academic Plan, developed in conjunction with his or her Faculty Advisor and the Honors Advisor, will assure compliance with these requirements.

### **A. Taking Graduate Courses.**

The Upper-Division honors requirements within some disciplines permit 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 the completed and authorized form to the Honors Advisor prior to registration. Students who are on honors probation may not be eligible to enroll in graduate courses; eligibility will be evaluated on a case-by-case basis.

## VII. Advising

There are two types of advisors in the Honors Program: Honors Advisors and Faculty Advisors.

**A.** The **Honors Advisor** is the primary advisor for incoming freshmen Honors students and for Honors students who have not yet selected a major. All Honors students are required to meet with their Honors Advisor prior to the beginning of each semester to discuss plans for registration. First semester freshmen are required to meet with their Honors Advisor at mid-semester to discuss their academic progress. If a student is considering changing majors, withdrawing from or adding a class, or making other changes to their academic plan, they should always consult their Honors Advisor before making the changes to be sure that they have obtained necessary permissions and that the Honors Program has accurate records regarding their academic progress. Finally, students beginning their senior year in the program should contact their Honors Advisor to initiate their graduation application.

The Honors Advisor is a good resource for exploring opportunities in general education, selecting an academic major, and for information about opportunities for academic enrichment. Students interested in study abroad, service learning and national scholarship competitions should consult with their Honors Advisor about these opportunities.

Honors students who experience problems or who have questions or concerns about their program should contact their Honors Advisor for assistance. The Honors Advisor attempts to give each student personal attention and to help resolve problems as they arise. However, students are expected to take the initiative in seeking necessary assistance.

**B.** Each Honors student will be assigned a **Faculty Advisor** in the department 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 (including undergraduate research, honors thesis, and internship experience) with degree or major requirements. During the second semester of the sophomore year, the student and Faculty Advisor will work together to develop an Honors Academic Plan for the student (see III B 2.b.).

### C. Important Advising Issues

- **Declaration of Major:**

Students are advised to declare a major before completing **forty-five (45) credit-hours**.

- **Registration:**

Registration is designated each semester to allow the student and his or her advisor to meet and review the student's records and plan a program for the following semester. All students enrolled in the Honors Program have priority registration, so they are encouraged to register as early as possible. Students must meet with their Honors Advisor prior to registration and use this opportunity to discuss academic plans and/or problems.

- **Graduation Application:**

Students planning to graduate must complete a graduation application *well in advance* of the date on which they wish to graduate (deadlines are published on the graduation application). Honors students **MUST** initiate the graduation application with their Honors Advisor in order to ensure that they receive appropriate Honors acknowledgement when they graduate.

## VIII. Summer Registration

The Honors Scholarship does not routinely cover summer enrollment. However, students may apply for summer support if they have a legitimate reason for taking summer courses. Examples of legitimate reasons include; course is only offered in summer, student will avoid overload during Fall or Spring, student will be able to graduate "early", etc.

To apply for summer support, a student must complete a form available from the Honors Program office. Reminders and deadline information will be circulated during each Spring semester. Summer support is limited, so there is no guarantee that all legitimate requests will be funded.

## IX. Honors General Education Alternative

Normally, Honor students will complete the regular university general education requirements. However, some students may be eligible to consider the Honors General Education Alternative.

The General Education Alternative is intended to serve the needs of students who arrive as first-year students at CSU already having completed a broad general education as high school students. For these students, introductory-level general education courses often repeat material they have already covered in high school. Rather than requiring them to take redundant courses, the Honors General

Education Alternative allows them to seek a broader education by exploring, more deeply, two subject areas outside of their major field.

**A. Requirements:**

The Honors General Education Alternative is appropriate for students who:

- Are in good standing in the honors program; and
- Have completed Eng 101/Eng 102 or equivalents; and
- Place into MTH 181 or higher level mathematics courses; and
- Have completed at least 3 years of one foreign language in high school; and
- Have completed at least 3 years of science in high school (including one year of Biology, Chemistry and Physics).

**B.** Students who qualify may choose to complete two course clusters in a subject area outside of their major. Cluster requirements:

1. Minimum of 15 credit hours.
2. All courses should be in the same department (with permission of that department, one course may be in a cognate discipline).
3. At least one course in each cluster must be at the 300 level.
4. Students must secure the approval of the departmental chair of the discipline selected for the cluster.
5. Breadth requirement:
  - a. COS (College of Science) majors must choose one cluster from the Arts and Humanities and one from the Social Sciences or Urban Studies.
  - b. Social Sciences majors must choose at least one cluster from the College of Science and one from the Humanities.
  - c. Humanities/Arts majors must choose at least one cluster from the College of Science and one from the Social Sciences or Urban Studies.
  - d. Urban Studies majors must choose one cluster from the College of Science and one from the Humanities.
  - e. College of Education majors must choose one cluster from the College of Science and one from CLASS.
  - f. Students NOT majoring in a foreign language may choose a cluster consisting of foreign language courses (all in the same language). All courses must be taken at the college level (college-level credits earned in High School will not count). A foreign language cluster is considered to be in the Humanities

#### D. Additional requirements:

- All students completing clusters still must complete three Writing across the Curriculum (WAC) {or 2 WAC and one SPAC} courses. These may be part of the clusters or separate from them.
- All students must complete one Human Diversity and one African-American Experience course. These may be part of the clusters or separate from them.
- All students must complete at least one course focused on a society (or societies) in Africa, Asia, Latin America or the Middle East. These courses must be selected from the list of approved General Education courses on these societies. The course selected may be part of a cluster.
- All students must still complete the Honors course requirements (4 designated “H” courses and the various Universal Honors Experience requirements).

## X. Honors Contract Courses

Although honors education means more than simply completing additional or more difficult work, the experienced honors teacher and the exceptionally motivated student may contractually agree to supplement an existing catalog course in creative and substantive ways that allow the student to receive honors credit for the course. An Honors Contract Course is used to allow an honors student to receive honors credit for a non-honors course. Some programs require students to complete contract courses as part of their honors curriculum. In exceptional cases, students may be granted permission to substitute a contract course for an Honors General Education course.

#### A. The Honors Contract Course:

- Extends the course selection for honors students
- Provides opportunity for more independent, self-directed research
- Augments the student’s participation in determining the course work/agenda for the course (working in conjunction with the faculty member)
- Benefits the non-honors classroom by promoting the integration of honors students into the larger community of the university.

#### Procedures:

Students interested in registering for a contract course must notify their Honors Program Advisor of their intention **in writing** prior to the end of the previous semester. The full petition for the Honors Contract Course should be submitted prior to the end of the first week of classes of the semester in which the course is to be taken.

The Honors Course Contract is written by the student and the faculty member. It should provide answers to questions such as the following:

- How does the contract modify the non-honors version of the course? What additional and/or different work will the student perform? (Please be as specific as possible).
- How will the outcomes deepen or extend the student's learning beyond what would be achieved in the non-honors version of the course? (Please be as specific as possible.)
- How will assessment of the honors student differ from assessment of typical students? What portion of the course grade will be accounted for by the honors component of the course?
  - The student and the faculty member should collaboratively complete and sign the Honors Contract Course form. On the form, the student and faculty member should agree on the issues described in the questions listed above.
- The advisor, instructor, and Director of Honors must approve the Honors Contract Course.
- Upon completion of the student's Honors Contract Course, the faculty member will assign the student's grade based on his or her performance in the Contract Course.

**B. Guidelines for using a Contract Course for Honors General Education Credit:**

Of the four honors courses needed to complete requirements for the lower-division Honors Program, only one may be an Honors Contract Course (of no more than four credit hours). Students wishing to use a contract course to satisfy a lower-division requirement must contract in a 300 or 400-level course. The number of Honors Contract Courses that may be included as part of the Upper-Division Honors Program is determined on a department-by-department basis.

## **XI. Student Participation in Co-ops**

Honors students are encouraged to explore co-op opportunities in consultation with their departmental and honors advisors. With advance planning, co-ops are generally compatible with participation in the Honors Program at CSU.

Honors students should be aware of the possible effects of electing to participate in a co-op:

- a. delayed graduation date
- b. potentially getting off sequence in registration
- c. complications related to Honors scholarship funding

Honors students must consult with their Honors advisor if they are thinking about a co-op so that a plan can be developed for resolving any scheduling problems and for allocating scholarship funds to cover the student's tuition costs.

## **XI. Extension of Scholarships**

The Honors Scholarship will be valid for students in good standing as follows:

- Lower-division admits will receive a scholarship for 8 semesters
- Upper-division admits will receive a scholarship for 4 semesters.

To ensure that they complete their academic programs within the period covered by their Honors Scholarship, students should enroll in approximately 16 hours per semester.

Normally, students will apply their scholarship to tuition costs incurred in consecutive Fall and Spring semesters. However, exceptions to this are possible:

- a. A student may request a leave of absence as described in section XIII of the student Handbook below. In this event, the semester(s) during which they are on leave will not count as one of the scholarship semesters to which they are entitled.
- b. A student may request permission to apply their Honors scholarship to a full-time load in a summer semester. If approved, the summer semester would count as one of the scholarship semesters to which the student is entitled.
- c. If a student withdraws from a full semester for medical reasons and files appropriate paperwork with the University, the semester from which they withdraw will not count as one of their scholarship-eligible semesters.

One-semester extensions of Honors scholarships beyond the number of semesters specified in the student's original award letter will be granted **ONLY** if the student demonstrates in a written petition that the following circumstances apply (extensions of more than one semester are not possible):



- A required course or courses is not offered in the student's final semester and the student had no reasonable previous opportunity to complete that course.
- The student makes a good faith effort to complete their program in four years, but is unable to do so because of prerequisites, class conflicts, or other circumstances not of their own creation.

Petitions for extensions must be submitted to the Honors Program office. They will be reviewed by the Honors Appeals Board who will render a decision as to whether the petition should be approved.

**Note:** Students who change their major or who elect to pursue multiple majors may require more than four years to complete their degree. Honors scholarships cannot be extended to accommodate these situations. However, students can still graduate with University Honors if they complete their program at CSU after their scholarship has expired as long as they complete the requirements for the University Honors Program and are in good standing in the Program.

## **XII. Course Withdrawal Policy**

The University regulations stating procedures and deadlines for registration and withdrawal from courses apply to all students. In addition, students admitted to the Honors Program are also subject to the following rules:

- A.** Students may withdraw from a maximum of 3 courses (regardless of their number of credits) during their undergraduate career. Students should avoid overloading their course schedule, as overloads frequently lead to unnecessary withdrawals. Always consult with your Honors Advisor before withdrawing from a course.
- B.** If a student withdraws from additional courses as permitted by the university's withdrawal policy, additional withdrawals will be treated as a grade of "F" for purposes of computing the cumulative grade point average for retention in the Honors Program unless the student has obtained the approval of the Honors Program Petitions Committee. Withdrawing from any course is discouraged due to the negative impact on the timely manner in which academic progress is expected to occur for honors students.
- C.** In the event of extraordinary circumstances, the student may request from the Honors Program Petitions Committee a withdrawal from all or some of their classes without penalty to their cumulative grade point average. Such waivers do not count against the three course maximum over the undergraduate career. The following are some examples of circumstances that can be considered for extraordinary withdrawal with the appropriate documentation:
  - Severe illness, injury or psychological condition with a prognosis of slow recovery.
  - Traumatic events beyond the control of the student that affect academic work.

- Call to active duty for military personnel (as dictated by university policy).
  - Prolonged jury duty.
- D.** A petition for withdrawal must be filed in a timely manner with the Honors Program Petitions Committee. The petition should be complete and thorough. It must include the student's personal statement and relevant supporting documentation, such as an official letter from a medical provider explaining the problem and its impact on the student's performance, hospital admission papers, police reports, military call orders, etc. The student is encouraged to consult with their advisor and/or the Program Director in preparing the petition.
- E.** Retroactive permission for withdrawing from courses completed in previous semesters cannot be considered under any circumstances.
- F.** An increased or more stressful workload is not considered a valid reason to request a withdrawal.

### **XIII. LEAVES OF ABSENCE**

Honors students may request permission for a temporary leave from the program for one semester (summer semester does not count as a semester for the purposes of this policy). To do so, the student must submit a written request to their Honors Program Advisor. Students on study abroad semesters or on co-op are not considered to be on temporary leave.

After the one semester leave has been completed, a student may resume her/his studies simply by contacting their Honors Program Advisor and scheduling classes in the usual way.

A student who does not register for courses for more than one consecutive semester (not counting summer) will be considered to be an inactive Honors student.

A student who has been declared inactive may request reinstatement in the program. To do so, the student must submit a written statement outlining the reasons for their original absence from the program and explaining why a reinstatement should be granted. In addition, the student will be required to complete an Academic Plan Contract, describing how they will complete their program. The student's request for reinstatement and supporting documentation will be reviewed by a three-person subcommittee of Honors Council (selected by the Director), that will recommend whether or not the student should be reinstated.

## **XIV. Honors Council**

To assure faculty participation in the operation of the Cleveland State University Honors Program, an [Honors Council](#) has been established. The Honors Council's major responsibility is to institute and monitor policies under which the Honors Program will operate; it has the power to create standing and ad hoc committees to effectuate 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 one University Scholars student; 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 Monte Ahuja 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 in part of the Upper-Division Honors Program. Finally, students in the Honors and University Scholars Programs will elect two Honors and one University Scholars student each year to serve on the Honors Council, one Honors student from the lower-division, one Honors Student from the Upper-Division of the program, and one student from University Scholars.

## **XV. Honors Appeals Board:**

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

The Appeals Board is composed of three faculty members of the Honors Council. Members of the Appeals Board are selected by the Honors Council.

Decisions of the Appeals Board may be appealed to the full Honors Council, which decides whether to hear the appeal at its own discretion.

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. Appeal to the University Admissions and Standards Committee is as the last available resolution for the dispute.

**Approved:  
Honors Council Committee**

**December 2005**  
**Revised: 04/30/2013**