

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost May 2021

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SECTION 1 — MISSION AND VISION

1-1. THE HONORS COLLEGE

The Honors College shall be a unit with its own budget and with a Dean who is administratively responsible to the Provost. The Dean shall work in close cooperation with a faculty University Honors Council and a University Student Honors Council to establish and review policies and procedures for The Honors College.

1-2. MISSION STATEMENT

The Vision and Mission of the Honors College at OSU will be informed by the following Core Values:

1-2-1. CORE VALUES

- Academic Excellence & Innovation
- Intellectual Freedom
- Diversity (In Its Broadest Sense)
- Leadership
- Service & Community Engagement
- A Global Perspective
- Personal and Professional Integrity
- Stewardship
- Life Long Learning

1-2-2. VISION

The Honors College at Oklahoma State University develops an inclusive community of support and innovative academic excellence that provides students from diverse backgrounds the opportunity to realize fully their intellectual potential while becoming ethical leaders engaged with their communities and the world.

1-2-3. MISSION

The Honors College will attract high-achieving students from Oklahoma and beyond. It will support them with a high-quality living/learning environment that provides intellectually challenging courses, encourages their personal development in service and leadership, and helps them reach their full potential.

- The Honors College will bring students with high academic ability and potential to the University.
- The Honors College will be at the cutting edge of educational advancement and provide a springboard for the development of new methodologies.
- The Honors College will be committed to a high-quality, enhanced intellectual experience that helps students develop creative and critical thinking skills.
- The Honors College will support students' personal, academic, and professional development.
- The Honors College will provide an inclusive living/learning environment that embraces

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individual and cultural differences, promotes personal and professional integrity, and fosters a strong sense of community.

- The Honors College will encourage and expect its students to be active in service and to become ethical leaders in the University community and beyond.

1-2-4. GUIDING PRINCIPLES

- The Honors College will promote its core values.
- The Honors College will recognize appropriate non-traditional intellectual experiences; profound learning opportunities are not confined to the traditional classroom.
- The Honors College will be flexible and respond to the individual needs of its students.
- Honors-College-developed programs will, where appropriate, be extended to the entire University community.

SECTION 2 — HONORS COUNCILS AND STUDENT ASSOCIATION

2-1. UNIVERSITY HONORS COUNCIL

The University Honors Council shall be composed of the Dean of the Honors College (ex officio chair of the Council), the Associate Dean of the Honors College, and seven faculty who have a demonstrated interest in the Honors College, appointed by the Provost upon recommendation by the Deans of the OSU undergraduate colleges, as follows: Arts & Sciences (2), Spears School of Business (1), Ferguson College of Agriculture (1), Education and Human Sciences (2), Engineering, Architecture and Technology (1). Members shall serve a term of three calendar years, beginning in the fall semester, and they may be reappointed.

The University Honors Council shall be chaired by the Dean of the Honors College and shall: (1) recommend to the Provost policy concerning course requirements and other criteria for Honors College awards; (2) represent the interests and concerns of faculty in the members' respective colleges concerning the Honors College; (3) represent the Honors College to the faculty of the members' respective colleges and serve as contact points for faculty; (4) provide recommendations to the Dean on any special situations concerning admission, etc., which may be referred to it by the Dean; (5) review faculty proposals for honors seminars and other special honors courses which are to be funded through the Honors College; and (6) encourage and support faculty members seeking external funding through grants and contracts related to Honors College development.

2-2. UNIVERSITY STUDENT HONORS COUNCIL

The University Student Honors Council shall be composed of seven undergraduate students active in the Honors College, appointed by the Dean of the Honors College upon recommendation by the Deans of the OSU undergraduate colleges, as follows: Arts & Sciences (2), Spears School of Business (1), Ferguson College of Agriculture (1), Education and Human Sciences (2), Engineering, Architecture and Technology (1). Members shall serve a term of one calendar year, beginning in the fall semester, and they may be reappointed. The University Student Honors Council shall elect its own chairperson at the first meeting of the fall semester.

To serve on the University Student Honors Council, a student must have completed a minimum of fifteen honors credit hours prior to appointment, have cumulative GPAs of at least 3.50, and continue to be an active participant in the Honors College as defined in Section 11-1, below. It is recommended that Deans nominate students who have completed the requirements for the General Honors Award or, if such students are not available, students who will complete the requirements for the General Honors Award at the conclusion of the semester in which they begin service on the University Student Honors Council.

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The University Student Honors Council shall: (1) represent the interests and concerns of honors students in the members' respective colleges; (2) represent the Honors College to the students of the members' respective colleges and serve as a contact point for student concerns with regard to the Honors College; (3) meet, as appropriate, in joint session with the faculty University Honors Council to discuss matters of common concern; (4) make recommendations to the Dean on any other matters concerning the Honors College.

2-3. HONORS COLLEGE STUDENT ASSOCIATION

The Honors College Student Association (HCSA) shall be governed and maintained according to the guidelines for student organizations specified by OSU's Leadership and Campus Life. The HCSA will be open to all active members of the Honors College and without application or membership fee. The HCSA will regularly plan and organize social, philanthropic, and educational events for Honors College students.

SECTION 3 — ADMISSION, CONTINUED ELIGIBILITY, AND GENERAL HONORS AWARD REQUIREMENTS

3-1. ADMISSIONS REQUIREMENTS

3-1-1. ENTERING FRESHMEN BY ACT/SAT SCORE AND HIGH-SCHOOL GRADE POINT AVERAGE

3-1-1-1. Regular Admission

Entering freshmen who are admitted to Oklahoma State University by February 1 prior to the fall semester in which they enter Oklahoma State University shall be eligible by meeting the following criteria: a composite score of 27 or higher on the ACT (or comparable SAT score) and a high-school grade point average (GPA) of 3.75 or higher. (Weighted high-school GPAs may be used for this purpose.)

Entering freshmen who are not admitted based on these criteria may petition for admission according to Section 3-1-2 below.

3-1-1-2. Conditional Admission

Entering freshmen who are admitted to Oklahoma State University after February 1 prior to the fall semester in which they enter Oklahoma State University who meet the criteria above shall be considered for admission on a rolling basis and be eligible for admission dependent upon a projection of the number of regularly accepted freshmen likely actually to enter the university, enrollment dates actually scheduled for regularly accepted freshmen, and anticipated number of continuing Honors College students. Conditionally admitted freshmen may enroll for honors classes during the summer enrollment period as long as space is available.

3-1-2. ENTERING FRESHMEN BY PETITION

Entering freshmen who fall just short of the criteria specified above may submit a petition for admission to the Honors College, using an online form provided by the College at the request of the student. The Dean shall review the petition and supporting documents provided by the student and, in consultation with the Honors Director of the Academic College that the student wishes to enter, determine whether the student appears to demonstrate high potential for success in the Honors College and merit admission under this section. The number of new freshmen entering by petition shall be limited to no more than approximately five percent of the number of entering freshmen admitted to the Honors College.

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3-1-3. TRANSFER AND CONTINUING STUDENTS

Transfer and continuing students who have earned at least seven college credit hours will be eligible on the basis of a college GPA which meets eligibility requirements for honors course enrollment. Transfer students may be admitted to the Honors College on the basis of their cumulative GPA. (See Section 3-2-1.) Students other than new freshmen who do not meet the cumulative GPA requirements because of grades earned at least two years prior to application for admission to the College may petition for provisional admission on the basis of a written OSU faculty recommendation and at least one semester's academic performance at Oklahoma State University which shows to the Dean of the Honors College (see Section 3-2-3) that it is highly probable that the student's cumulative GPA will be at least 3.50 at the time of graduation.

3-2. ELIGIBILITY FOR CONTINUED ENROLLMENT IN HONORS COURSES

3-2-1. GRADE POINT AVERAGES REQUIRED

To be eligible for continued enrollment in honors courses (defined as courses, sections, seminars, etc. with the Honors attribute in BANNER), full-time students who entered the program as first-time freshmen or were admitted during their first year at OSU must maintain the following minimum cumulative GPAs:

1. First-Year Students	3.20 (See “ Note ” below.)
2. Second-Year Students	3.30
3. Third-Year Students	3.40
4. Fourth-Year and Beyond	3.50

Transfer students will be assigned to an initial “year” in the program based on their earned hours when entering OSU. (See Section 3-1-3.) –

Part-time students will be assigned an initial year based on their status when admitted to the program (first-time freshmen, students admitted during their first year at OSU, or transfer students) with year in program increasing by one with every thirty credit hours earned above their initial earned hours. Any student taking a Leave of Absence will be considered to be in the same year when they return from leave as they were when they took leave.

Note: First-year students failing to earn at least 3.20 cumulative GPA during the fall semester shall not be eligible for continued enrollment in honors courses in the subsequent spring semester unless extraordinary circumstances justify approval of continuation in the Honors College by the Dean.

3-2-2. REVIEW OF RECORDS AND NOTIFICATION OF INELIGIBLE STUDENTS

At the end of the fall semester, the Dean of the Honors College shall review the academic records of all first-year students and all students granted one-semester appeal eligibility. (See Section 3-2-3.) In the case of first-year students who failed to achieve cumulative GPAs of at least 3.20, and in the case of students granted one-semester appeal eligibility who failed to achieve the cumulative GPA required for continued enrollment in honors courses, the Dean shall notify the students by e-mail sent to their OSU e-mail addresses in the files of the Honors College that they are no longer eligible for honors course enrollment and that they will be dropped from their spring-semester honors courses unless extraordinary circumstances have contributed to their failing to maintain the minimum GPA required at the end of the fall semester. The Dean also shall notify the Registrar to drop these ineligible students from the class rolls for spring-semester honors sections in which they had enrolled unless an electronic appeal is filed by the second day university offices are open after December-January holidays.

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At the end of the spring semester, the Dean of the Honors College shall review the academic records of all students in the files of the Honors College to determine whether they meet the cumulative GPA criteria for continuation in the College. If it is determined that ineligible students have pre-enrolled for honors courses for the fall semester, the Dean shall notify those students by e-mail sent to their OSU e-mail addresses on file with the Honors College that they are no longer eligible and that they must arrange to drop the honors courses within fourteen days. If the students fail to make the schedule changes within the time period specified, the Dean shall notify the Registrar to drop the ineligible students from the class rolls of the honors courses for the fall semester.

3-2-3. APPEALS OF INELIGIBILITY

At the time students are notified of their ineligibility to continue in the honors courses for the fall semester, if a student believes there are extenuating circumstances that should be taken into account in their evaluation as ineligible and it is possible for the student to bring their cumulative GPA up to the required level before the next review of grades, then the student may file an appeal using the on-line appeals form at the Honors College website in time to be received within seven days from the end of the fourteen-day period specified above. The Dean shall notify the student of the decision and, if an exception is not granted, shall direct the Registrar to drop the student from class rolls of fall semester honors courses in which the student had pre-enrolled. (In the case of appeals by freshmen at the end of the fall semester, appeals are due at the Honors College by 5pm on the second day university offices are open after December-January holidays.)

3-2-4. REGAINING HONORS COLLEGE ELIGIBILITY

If a student becomes ineligible for continuation in the Honors College and later regains eligibility by improved cumulative GPA, the student may reenter the Honors College and enroll in honors courses which are available at that time. The student must provide the Honors College Office with official verification of the additional work which will restore the cumulative GPA to the level required for eligibility. (In the case of work appearing on the student's OSU transcript, such verification may be obtained electronically in the Honors College Office.)

3-2-5. VIOLATION OF UNIVERSITY ACADEMIC INTEGRITY POLICY ("F!" GRADE ON TRANSCRIPT)

3-2-5-1. Honors College Eligibility

No student who receives a grade of "F!" as a result of violation of the university's academic integrity policy shall be eligible to continue in the Honors College unless and until the "!" has been removed from his or her transcript, as allowed under OSU Academic Integrity Policy. It shall be the responsibility of the student to notify the Honors College when the "!" has been removed.

3-2-5-2. Honors College Awards and Degree

No student who receives a grade of "F!" as a result of violation of the university's academic integrity policy shall receive any Honors College Award or Honors College Degree unless and until the "!" has been removed from his or her transcript, as allowed under OSU Academic Integrity Policy.

- A. If an "F!" is recorded for a course in the same semester in which an Honors College award or Honors College Degree is certified to the Registrar, that Honors College award or Honors College Degree shall be removed from the student's transcript.
- B. If an "F!" is recorded for a course in a semester subsequent to the semester in which an Honors College award or Honors College Degree was certified to the Registrar, the Honors College award or Honors College Degree shall remain on the student's transcript.

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3-3. REQUIREMENTS FOR GENERAL HONORS AWARD (CERTIFICATE & TRANSCRIPT ENTRY): 18 HOURS

3-3-1. HONORS SEMINARS

A minimum of two honors seminars yielding a minimum of four credit hours; grade of “A” or “B” required.

3-3-2. ADDITIONAL HONORS HOURS AND/OR POINTS

Sufficient additional honors hours and/or points to reach a total of eighteen.

3-3-3. HONORS COURSEWORK AND EXPERIENTIAL LEARNING

3-3-3-1. Honors Coursework

Students must take three hours of honors coursework in their first active semester in Honors. All honors coursework must be completed with an “A” or “B” to receive honors credit.

The General Honors Award requires breadth of study across three academic “areas”: Humanities (including but not limited to courses designated “H”), Social Sciences (including but not limited to courses designated “S”), and STEM (including but not limited to courses designated “N” and “A”). Students can fulfill each academic “area” requirement by undertaking three hours of coursework in the relevant academic subject area or by earning three honors points through experiential learning.

3-3-3-2. Experiential Learning

Honors points can be accumulated through experiential learning in any of five categories, as defined in the document “List of Activities Available for Experiential Learning Honors Credit”: Academics, Arts, Leadership, Service, and Study Away. These points can be used toward the General Honors Award, to maintain active status, and/or toward the three additional hours needed for the honors degree after completion of the General and Departmental/College awards. Students may earn up to three points for a single activity in a single semester, up to six honors points total in any one experiential learning category, and up to eleven points in total toward the General Honors Award. For further details, see “List of Activities Available for Experiential Learning Honors Credit.”

Activities must be proposed via the experiential learning proposal form in accordance with the posted deadline. Exceptions to the deadline may be made for experiential learning opportunities that arise after the posted proposal deadline at the discretion of the Associate Dean. Proposals shall be reviewed by the Honors College, and students shall be notified as to their eligibility to participate. Participating students will receive detailed instructions regarding the requirements.

Students undertaking multiple activities must complete and submit a separate proposal form for each activity. Each approved activity will require its own verification document(s) and reflective essay.

Some activities might be appropriate under multiple headings (e.g. an unpaid internship might also be leadership or service); in these cases, the activity only counts once, but the student may decide in consultation with their honors advisor where to file it within their honors record.

We do not offer experiential learning credit for activities through political advocacy groups or faith-based organizations.

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Students who wish to propose an activity for experiential learning credit that does not appear on the “List of Activities Available for Experiential Learning Honors Credit” should contact the Associate Dean of the Honors College.

3-3-3.3. Study-Away Credit toward the General Honors Award

Students who take an OSU study-away short-term course offered with an honors course designation can get honors credit for their experience by enrolling under the appropriate honors course number and earning an “A” or “B” in the course.

Students who take an OSU study-away short-term course not offered with an honors course designation can still get honors credit for their experience; the preferred method is to contract in the study-away course with the professor. If the professor does not offer contracts for the course, then the student can instead apply to the Honors College for experiential learning credit via the process detailed in section 3-3-3-2, above. The successful completion of the experiential learning requirements—or the obtaining of an “A” or a “B” in the case of contracted courses—will result in honors credit being awarded for the course (up to three hours and/or points).

Students who participate in the NCHC Partners in the Parks program can apply for experiential credit to earn three honors points.

Students who study away for a semester or longer can apply for up to six honors points of experiential credit; special requirements apply. See “List of Activities Available for Experiential Learning Honors Credit” for details.

3-3-4. GRADE POINT AVERAGE

At the time of completion of the requirements for the General Honors Award, a minimum cumulative GPA of 3.50 must have been maintained. In the case of students who have transferred hours from other institutions, a 3.50 GPA in all hours earned at Oklahoma State University must have been maintained as well as a cumulative GPA of 3.50 for all college work undertaken.

3-3-5. HONORS CONTRACTS

Under normal circumstances, no more than nine credit hours within the eighteen-hour General Honors requirement may be earned by honors contract. In the case that scheduling conflicts make it impossible for a student to meet the nine-hour minimum in honors points, sections, courses, or seminars (all designated by the Honors attribute in BANNER), upon recommendation of the student's academic college the Dean of the Honors College may permit an additional three hours of honors contract credit. Honors contracts may not be utilized by transfer students to meet the minimum of six hours of honors credit earned at Oklahoma State University for the General Honors Award. (See Section 3-3-6, below.)

3-3-6. TRANSFER HONORS CREDIT

In meeting the breadth requirements and honors seminar honors course requirements for the General Honors Award, students who have transferred from other institutions may utilize a maximum of fifteen transfer honors credit hours, including hours graded “P,” “S,” etc., when letter grades are not awarded in these honors courses at the institution from which the credit has been transferred. The remaining three honors credit hours must be earned at Oklahoma State University using an honors seminar.

3-3-7. OSLEP CREDIT

With the approval of the Dean of the Honors College, up to six credit hours graded pass (“P”) earned through the Oklahoma Scholarship-Leadership Enrichment Program (OSLEP) may be utilized toward the

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General Honors Award. The Dean shall designate the area(s) in which such hours may be counted on a case-by-case basis. Up to three hours may be used as seminar credit.

3-3-8. CERTIFICATE AND TRANSCRIPT ENTRY

Upon the student's completion of the curricular requirements for the General Honors Award with the necessary GPA, the Dean of the Honors College shall prepare an appropriate certificate of award and notify the Registrar that the student is entitled to the "General Honors Award" transcript entry.

SECTION 4 — COLLEGE OR DEPARTMENTAL HONORS AWARD REQUIREMENTS: 15 HOURS

4-1. COLLEGE OR DEPARTMENTAL HONORS AWARD REQUIREMENTS

A college may elect to utilize a single College Honors Award, separate Departmental Honors Awards, or provide a choice between the College Honors Award and the Departmental Honors Award in the student's academic major, all subject to college-established minimum requirements. Criteria for admission to college/departamental honors programs and for continuation in those programs shall be established by the academic colleges, subject to the general requirement of 3.50 cumulative GPA and a minimum of fifteen hours of upper-division honors credit including a thesis or creative component. In the case of students who have transferred hours from other institutions, a 3.50 GPA in all hours earned at Oklahoma State University must have been maintained as well as a cumulative GPA of 3.50 for all college work undertaken. (See "Top Ten Percent" alternative calculation in Section 4-4, below.)

4-1-1. STUDY-AWAY CREDIT TOWARD COLLEGE OR DEPARTMENTAL HONORS AWARD

With the advance approval of the student's college, a student may earn up to three upper-division credit hours toward the College or Departmental Honors Award for study-away experiences, provided that the student's home department will also accept the credit towards completion of their degree program.

Students who take an upper-division OSU study-away short-term course offered with an honors course designation can get honors credit for their experience by enrolling under the appropriate honors course number and earning an "A" or "B" in the course.

Students who take an upper-division OSU study-away short-term course not offered with an honors course designation can still get honors credit for their experience; the preferred method is to contract in the study-away course with the professor. If the professor does not offer contracts for the course, then the student can instead apply to the Honors College for experiential learning credit via the process detailed in section 3-3-3-2, above. The successful completion of the experiential learning requirements—or the obtaining of an "A" or a "B" in the case of contracted courses—will result in honors credit being awarded for the course (up to three hours).

4-2. HONORS AWARDS IN MULTIPLE MAJORS

In the case of students seeking to earn multiple majors with honors (any combination of Departmental and/or College Honors Awards), the student shall fulfill the requirements for all awards (including a thesis or creative component in each) and shall earn a minimum of six (6) upper-division honors credit hours beyond the requirement for the College Honors Award or Departmental Honors Award for the student's first major. The student may count a particular course toward the honors requirements in multiple majors if the course may be counted in the curricular requirements for multiple majors, subject to the requirement that six additional honors hours must be earned beyond the first major's honors requirements.

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4-3. GRADE REQUIRED FOR HONORS CREDIT TOWARD AWARD

A grade of “A” or “B” shall be required in all work counting toward College or Departmental Honors Awards.

4-4. CUMULATIVE GRADE POINT AVERAGE FOR AWARD

At the time of completion of the requirements for the College or Departmental Honors Award, a minimum 3.50 cumulative GPA must have been maintained. In the case of students who have transferred hours from other institutions, a 3.50 GPA in all hours earned at Oklahoma State University must have been maintained as well as a cumulative GPA of 3.50 for all college work undertaken.

A college may, at its option, adopt a “Top Ten Percent” calculation for the College or Departmental Honors Award (for the entire college or for specified degree programs) to provide an alternative to the GPA criteria specified in Sections 4-3 and 4-4, subject to a 3.25 cumulative GPA minimum. Such a “Top Ten Percent” policy shall be specified in writing by the college, approved by the dean, and submitted to the Dean of the Honors College. It shall be the responsibility of the college to determine which, if any, students qualify for the College or Departmental Honors Award under the alternative calculation and to notify the Dean of the Honors College of the names and class rank of students meeting the criteria established by the college.

4-5. THESIS/CREATIVE COMPONENT APPROVAL PROCESS

4-5-1. THESIS/CREATIVE COMPONENT PROPOSAL

At the beginning of the final semester of thesis/creative work, the student will submit the on-line Thesis Proposal Form. This form will contain a brief description of the proposed work and the name and contact information of the thesis advisor and of the second reader. The work-flow associated with this form will provide approval signatures of the thesis director, second reader, and College Honors Director.

4-5-2. DEFENSE OF THESIS/CREATIVE COMPONENT

The senior honors thesis or creative component shall be defended before a minimum of two members of the faculty who have been selected to serve as the student’s committee by the Department or College.

4-5-3. COLLOQUIUM PRESENTATION

Candidates for the Departmental or College Honors Award shall make a public presentation of a summary of their thesis or creative component in a colloquium sponsored by a Department, one of the undergraduate Colleges, or the Honors College. The method of presentation shall be that deemed appropriate for the discipline by the faculty members who serve on the student’s committee. Only in circumstances in which the Dean or Honors Director of a College petitions the Dean of the Honors College for a waiver of the presentation requirement may a student be excused from this requirement.

4-5-4. FILING OF APPROVED COPY AND ABSTRACT

Candidates for the Departmental or College Honors Award shall use the on-line submission form to file one approved copy of the thesis or creative component. The form and its work-flow include a one-page abstract of findings, certification of presentation by the faculty mentor, and the online signatures of at least two faculty members and of the Honors Director of the student’s College along with the date of the successful defense of the senior honors thesis or creative component. The deadline for filing the approved copy of the thesis or creative component shall be at 5pm on the Monday following finals week for semesters, or at 5pm on the Monday following the last day of classes for summer sessions.

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4-5-5. INCLUSION IN ELECTRONIC DATABASE

Unless the embargo option is selected in the electronic filing of the thesis, the student's thesis or creative component along with the student's one-page abstract will be provided to the Edmon Low Library for inclusion in the electronic database of theses.

4-6. APPLICATION FOR COLLEGE OR DEPARTMENTAL HONORS AWARD

Candidates for the Departmental or College Honors Award shall file an online application form (Application to Graduate with Honors) before or at the beginning of their final semester or summer session.

4-7. TRANSCRIPT ENTRY

Upon completion of the College or Departmental Honors Award, a transcript entry shall be made indicating "College Honors in [College]" or "Departmental Honors in [Department]."

SECTION 5 — THE HONORS COLLEGE DEGREE: 36 HOURS

5-1. GENERAL REQUIREMENTS FOR THE HONORS COLLEGE DEGREE

A student who completes a minimum of thirty-six honors credit hours/points with a grade of "A" or "B," including the requirements for both the General Honors Award and for the College or Departmental Honors Award in his or her academic major with a minimum 3.50 cumulative GPA at the time of graduation, shall receive the Honors College Degree. A special honors diploma shall be prepared, a transcript entry showing "Honors College Degree" shall be made, and the interpretative information provided by the Registrar along with transcripts shall indicate that an Honors College Degree is earned by meeting the curricular requirements of the Honors College as well as the requirements for the bachelor's degree. In the case of students who have transferred hours from other institutions, a 3.50 GPA in all hours earned at Oklahoma State University must have been maintained as well as a cumulative GPA of 3.50 for all college work undertaken.

5-2. GRADES REQUIRED IN HONORS WORK

A grade of "A" or "B" shall be required in all work counting toward the Honors College Degree.

5-3. TOP TEN PERCENT OPTION FOR COLLEGE

A college may, at its option, adopt a "Top Ten Percent" calculation for the Honors College Degree (for the entire college or for specified degree programs) to provide an alternative to the GPA criteria specified above, subject to a 3.25 cumulative GPA minimum. Such a "Top Ten Percent" policy shall be specified in writing by the college, approved by the dean, and submitted to the Dean of the Honors College. It shall be the responsibility of the college to determine which, if any, students qualify for the Honors College Degree under the alternative calculation and to notify the Dean of the Honors College of the names and class rank of students meeting the criteria established by the college.

5-4. HOODS FOR HONORS COLLEGE DEGREE CANDIDATES

Colleges may elect to hood candidates for the Honors College Degree at their respective convocation exercises. If they elect to do so, only those students who are candidates for the Honors College Degree shall receive the undergraduate hood. (Colleges wishing to recognize students who have earned the Departmental or College Honors Award at their convocation exercises may do so, but some form of recognition clearly distinct from the honors hood shall be employed.) The Dean of the Honors College shall transmit to the University Bookstore a list of candidates for the Honors College Degree at a point near the middle of the semester.

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5-5. INTERNATIONAL STUDY ENDORSEMENT TO HONORS COLLEGE DEGREE

Honors College students may earn the “Honors College Degree with International Study Emphasis” transcript entry and diploma notation by meeting one of the following sets of requirements:

Completion of the requirements for one of the following academic minors with a minimum of three credit hours and/or points earned in a study-away experience (which may be in an independent-study format): Africana Studies, Ancient and Medieval Studies, Asian Studies, Central Asian Studies, Classical Studies, European Studies, Foreign Language, Global Studies, Hispanic and Latin American Studies, Middle East Studies, Russian and East European Studies, International Business, or International Studies. The Honors College shall provide appropriate forms for this option.

Completion of an international study program approved by the Honors College that includes a minimum of eighteen credit hours of related courses, including at least six honors credit hours or points from study abroad participation. The Honors College shall provide appropriate forms for this option. The student shall submit the proposed plan of study before undertaking the international study portion of the plan. If the Honors College Associate Dean does not approve a proposed international study program, the student may petition the University Honors Council and University Student Honors Council for approval of the proposed program.

SECTION 6 — HONORS COURSES

6-1. DEFINITION

An honors course is any undergraduate course, section, seminar, tutorial, or other academic credit offering designated as such by the college in which it is offered by assignment of an Honors attribute to the course. Within the general definition of an Honors course as an intellectually different experience (remembering that different and harder are NOT equivalent), the designation of an honors course is the prerogative and responsibility of the college granting credit.

6-2. FACULTY TEACHING HONORS SECTIONS

Honors courses normally shall be taught by persons holding tenured, tenure-track or clinical faculty appointments. Upon recommendation by a department head and with approval of the Dean of the Honors College, visiting or adjunct faculty at the rank of visiting or adjunct assistant professor and other persons holding terminal degrees appropriate to the discipline may teach honors sections. Honors laboratory sections may be taught by graduate students when there is a separate and distinct honors theory section taught by a person qualified to teach honors courses as provided in this section.

6-3. HONORS LABORATORY AND DISCUSSION SECTIONS

When the honors component of a course is an honors laboratory or an honors discussion section (with honors students having the same theory section experience as other students in the course), the honors laboratory section or honors discussion section must be taught by a person holding faculty rank.

6-4. CONTENT AND GRADING IN HONORS SECTIONS

Consistent with National Collegiate Honors Council institutions, the term “honors section” at Oklahoma State University denotes a different type of learning experience rather than a necessarily more difficult course in terms of grading expectations. Honors sections may well cover more sophisticated material than that covered in the regular sections of the same course, more active student participation should be encouraged, and the method of evaluation of students' work (examinations, reports, etc.) may be different. The grading standards at the end of the course, however, should not be designed to force a normal or otherwise preconceived distribution of grades.

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6-5. ENROLLMENT IN HONORS COURSES

Only undergraduate students eligible to participate in the Honors College may enroll in honors courses (courses with the course attribute Honors). The student's eligibility is certified in the BANNER system by the placement of the Honors attribute in the students record by the Honors College.

In the case of upper-division honors courses, if space remains after eligible undergraduate students have completed early enrollment, a dean or college honors program director may, at his or her discretion, permit participation by graduate students along with the undergraduate students from the Honors College under the following conditions: (a) the graduate student has earned an Honors Program or Honors College Degree or maintained at least a 3.50 cumulative undergraduate GPA, (b) the graduate student enrolls in a non-honors section of a course number other than that of the honors course, (c) such enrollment is approved by the honors course faculty member on an individual basis, and (d) the total combined enrollment does not exceed the maximum originally established for the honors course. There is no right or presumption in favor of graduate student participation under the conditions specified in this section of the Honors College policies and procedures.

6-6. MAXIMUM AND MINIMUM ENROLLMENT FOR HONORS COURSES

6-6-1. MAXIMUM ENROLLMENT

The anticipated maximum enrollment for an honors course is twenty-two students—provided, however, that the Dean of the Honors College may, with the approval of the responsible department head, permit additional enrollment when it is likely that the normal attrition of the drop-and-add process will bring the maximum size to twenty-two students early in the semester or when requested to do so in special circumstances by the Dean of one of the colleges offering the course.

6-6-2. MINIMUM ENROLLMENT

The anticipated minimum enrollment for an honors course is twelve students in lower-division (1000- and 2000-level) honors courses and seminars, eight students in upper-division (3000- and 4000-level) honors courses and seminars and six students in an add-on course. These minima are not applicable to independent study, supervised research, tutorial, or senior thesis/project courses, nor shall they preclude a department or college from offering smaller honors courses with the approval of the dean of the college.

6-7. EVALUATION OF HONORS COURSES

All faculty members teaching honors sections shall be encouraged to participate in the University Assessment and Testing “Student Survey of Instruction” (course evaluation) process by providing class time for students to complete electronic course evaluations shortly before or during pre-finals week. Surveys for honors classes contain questions eliciting feedback on students’ experience of each class as an honors class, specifically. Faculty teaching honors sections funded by the Honors College are required to participate in the course evaluation process. Participation by faculty in the course evaluation process will be a factor taken into consideration for future funding by the Honors College.

SECTION 7 — HONORS CONTRACTS

7-1. CONTENT

Approval of the content of honors contracts shall be obtained from the dean or honors program director of the academic college of the faculty member responsible for the course. The honors contract project should be one that can be completed with twenty to twenty-five hours of work. In

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the case of undergraduate students enrolled in graduate courses as part of their undergraduate program, an honors contract may be filed indicating that the students are being graded by the same standards as graduate students in the course without requiring additional work for the honors contract.

7-2. COURSE INSTRUCTOR WITH FACULTY RANK REQUIRED

Honors contracts may be undertaken only in courses taught by persons qualified to teach honors sections under the provisions of Section 6-2, above. Petitions for exception to this policy may be considered only in those cases, verified by the student's honors advisor, in which it is not possible for the student to maintain active participant status in the Honors College by other means. In the case of courses taught by persons not holding faculty rank as specified above, if the student's petition is granted, the faculty member responsible for the course or some other faculty member designated by the department head shall be responsible for all aspects of the honors contract and the evaluation of the contracted work.

7-3. DEADLINES

Honors contracts must be approved by the appropriate academic dean or honors program director (see Section 7-1, above) and filed by the student with the Dean of the Honors College not later than the end of the second week of the semester or the end of the second week of the summer session. The Dean of the Honors College may approve the late filing of an honors contract on the recommendation of the student's academic college if the faculty member supervising the contract verifies that sufficient time remains in the semester or summer session to complete the contracted work. Unless an earlier deadline has been established by the faculty member, all honors contracts must be completed in a satisfactory manner by the end of the semester or summer session in which the contract is undertaken, unless the student receives a grade of Incomplete ("I") in the course, in which case the contract must be completed in a satisfactory manner by the time the "I" grade is removed from the student's transcript.

7-4. GRADES IN COURSES WITH HONORS CONTRACTS

If a student violates the university Academic Integrity Policy on an honors contract portion of a course in such a manner that would justify a grade of "F!" in the course if it were a graded assignment, the student may be awarded a grade of "F!" in the course as well. In all other cases, a student's grade in a course in which an honors contract is undertaken shall not be affected by the honors contract work, but any other violation of the Academic Integrity Policy on an honors contract not meriting an "F!" may result in denial of honors contract credit for the course. A grade of "A" or "B" must be earned in the course before any honors credit will be reflected on the student's transcript.

7-5. REPORTING

The Dean of the Honors College shall be responsible for obtaining reports on completion of honors contracts from faculty and shall submit to the Registrar a list of all students for whom honors credit should be reflected on the students' transcripts, regardless of the college in which the faculty member is housed. The Registrar shall enter "honors" for each course so reported.

7-6. MAXIMUM NUMBER OF CONTRACTS

Honors contracts may not be undertaken in more than two courses in a semester or summer session. The Dean of the Honors College may make exceptions to this limit on the basis of a student's outstanding record in the Honors College, but no more than two honors contracts in a semester may be counted toward the number of honors credit hours required for active participant status in the Honors College.

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7-7. HONORS CONTRACTS PERMITTED ONLY IN COURSES ACCEPTABLE FOR DEGREE CREDIT

Honors contracts are permitted only in courses that, at the time they are taken, may be counted for credit toward the student's undergraduate degree.

7-8. HONORS CONTRACT PERMISSION AFTER NOT COMPLETING HONORS CONTRACT IN EARLIER SEMESTER

Students who undertake honors contracts are expected to complete the contracts. When a student fails to complete an honors contract in a course in which she earns a grade of "A" or "B," the following procedures shall apply:

After not completing the first honors contract, the student's honors advisor shall contact the student concerning honors contract expectations. The correspondence or other communication shall ask the student for a brief explanation of the reason that the contract was not completed and shall inform the student that upon receipt of such explanation, verbally or in writing, additional honors contract work may be undertaken.

After not completing a second honors contract, the student shall be required to petition of the University Honors Council and the University Student Honors Council in writing to request permission to undertake a subsequent honors contract. Based upon the explanation contained in the written petition, the Councils (with the Honors Dean not voting) shall determine whether or not the student will be permitted to undertake a subsequent honors contract. If the Honors Councils approve the student's petition, the deadline for filing the honors contract shall be extended to one week following approval by the Councils.

SECTION 8 — HONORS CREDIT FOR GRADUATE COURSEWORK

Students who take graduate courses while enrolled in an undergraduate program can petition the Dean of the Honors College to receive honors credit for the coursework, if that coursework is accepted by their major department as counting towards their degree. To receive honors credit, the student must submit faculty documentation to the Dean of the Honors College that the honors student is being graded by the same standards as graduate students in the course. This documentation must be submitted in the semester in which the coursework is being completed. The student must also earn an "A" or "B" in the course to receive honors credit. Students in approved 3+1 programs may use graduate credits that are accepted by their major department as counting towards their undergraduate degree for honors credit without requiring faculty documentation or prior approval.

SECTION 9 — HONORS ACADEMIC ADVISING

9-1. QUALIFICATIONS FOR HONORS ADVISORS

The Dean of the Honors College, the Associate Dean of the Honors College, and the Administrative and Professional Staff of the Honors College shall provide honors academic advising to Honors College students concerning the requirements for the Honors College awards. Honors College personnel who provide honors academic advising shall have earned an undergraduate Honors Program or Honors College Degree.

9-2. EVALUATION OF HONORS ADVISING

Active participants in the Honors College shall be provided an opportunity to evaluate honors advising at least once each academic year using an electronic evaluation form approved by the University Honors Council and University Student Honors Council.

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SECTION 10 — HONORS STATUS REPORTS

The Dean of the Honors College shall report to each of the academic colleges the names of their students active in the Honors College at least once a semester and, following the conclusion of the semester, shall prepare a status report on each student to be distributed to the student, the student's college, and the student's academic advisor.

SECTION 11 — PRIVILEGES EARNED BY ACTIVE PARTICIPANTS IN THE HONORS COLLEGE

11-1. DEFINITION OF AN ACTIVE PARTICIPANT IN THE HONORS COLLEGE

An active participant in the Honors College shall be defined according to the standards set forth below:

In the first semester in the Honors College, students must enroll in at least three hours of honors coursework. To maintain active status in the Honors College, students must enroll in three or more hours of honors coursework, complete an honors contract in a course of three or more credit hours, earn three honors points through experiential learning, or complete some combination of these activities to reach a minimum of three honors hours each semester. Additionally, students must meet the following benchmarks:

- By the start of the Fall semester in the second year, students must accumulate a minimum of six total honors hours and/or points.
- By the start of the Fall semester in the third year, students must accumulate a minimum of fifteen total honors hours and/or points.
- By the start of the Fall semester in the fourth year, students must accumulate a minimum of twenty-four total honors hours and/or points.

Students who fall short of the Fall semester benchmarks are allowed one semester to catch up before losing active status. To maintain active status, the student must make up the number of hours/points that they lacked and take an additional three hours/points in the Fall semester.

There are some exceptions to these minimum requirements, as follows:

- A. Students who have completed fifteen or more hours toward General Honors and only require an Honors seminar to complete the General Honors Award may remain active in Honors for one semester if their honors advisor certifies that they are unable to fit an Honors Seminar in their schedule and they are also unable to take upper-division courses to begin their Departmental or College Honors. Students who have earned the General Honors Award and three additional honors hours and/or points, and who continue to be eligible for Honors College participation based upon their cumulative GPA, may be considered active participants for one subsequent semester without enrollment in honors courses or undertaking honors contracts by submission of a written request received by the Dean of the Honors College not later than the end of the second week of classes during the fall or spring semester. Students who have completed all of the Honors College curricular requirements for the Honors College Degree but have not yet graduated (and who remain eligible for Honors College participation based upon their cumulative GPA) may be considered to be active participants until their graduation by submission each semester of a written request received by the Dean of the Honors College not later than the end of the second week of classes during the fall or spring semester. Students who have completed all of the Honors College curricular requirements for the Honors College Degree except the senior honors thesis or creative component (and who plan to complete the senior honors thesis or creative component

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prior to graduation and remain eligible for Honors College participation based upon their cumulative GPA) also may be considered to be active participants by filing the same form of written request.

- B. Part-time students (defined as students enrolled for fewer than twelve credit hours in either the fall or spring semester), upon their request, shall be considered active in the Honors College if the number of honors hours and/or points successfully completed in the immediately preceding semester and the number of honors hours and/or points in which the student is currently enrolled (in honors sections or by honors contracts and/or points) is equal to the proportion of honors hours normally required of a full-time student enrolled in twelve hours per semester.
- C. Students studying away who are enrolled in at least as many credit hours at the international institution as would be required by Oklahoma State University to be considered a full-time student for the current academic semester shall be considered active in the Honors College.
- D. Students participating in a fall or spring semester study-away experience, in which they are pursuing the completion of at least three honors hours/points, shall be considered active in the Honors College.
- E. In exceptional circumstances, other exemptions may be approved by the Dean or Associate Dean of Honors.

11-2. PRIORITY ENROLLMENT

Any student who meets the definition of an active participant in the Honors College (see Section 11-1, above) during a given semester must meet with their honors advisor for course planning in order to qualify for priority enrollment for the next academic semester and/or summer session. After this meeting, the honors advisor will give the student's name and identification number to the Honors Program Coordinator, who will change their enrollment time ticket for priority enrollment.

Active Honors College students will be permitted to begin priority enrollment at time and date specified by the Registrar.

11-3. HONORS COLLEGE STUDY LOUNGE

Active participants in the Honors College are entitled to use the Honors College Study Lounge in Old Central.

11-4. EXTENDED LIBRARY CHECK-OUT PRIVILEGES

Active participants in the Honors College are entitled to check out materials from the Library on the same basis as graduate students.

11-5. ACTIVE PARTICIPANT STATUS — EXCEPTIONS UNDER EXTRAORDINARY CIRCUMSTANCES

In the event of extraordinary circumstances that prevent a student from undertaking the necessary number of honors credit hours for active participant status in a given semester, a student may submit a written petition to the Dean of the Honors College to be considered an active participant in the Honors College. The petition process under this section may not be used by students who have failed to earn the cumulative GPA required for eligibility in the Honors College. Approval for such petitions shall be limited to circumstances in which no reasonable alternative exists for the student.

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Such petition may be approved by the Dean of the Honors College or referred at the student's request to the University Honors Council and University Student Honors Council for a decision on the basis of the student's petition and record of performance in the Honors College.

SECTION 12 — HONORS FRIENDS BOARD

12-1. PURPOSE OF THE BOARD

The Honors College may establish an Honors Friends Board for the purpose of obtaining advice concerning special alumni events, career as well as graduate and professional school opportunities for Honors College graduates, ways to strengthen the Honors College, and cooperation with the OSU Foundation in developing external support for scholarships for Honors College students and external support for other appropriate projects.

12-2. MEMBERSHIP SELECTION AND TERMS

The Board shall consist of nine to twelve members appointed by the Dean of the Honors College after consultation with the University Honors Council. Each of the six undergraduate colleges shall be represented on the Honors Alumni Board if possible. Members of the Honors Alumni Board may be reappointed. Initial appointments shall be designated for one-, two-, or three-year terms. Thereafter, members shall be appointed to three-year terms with approximately one-third of the Board being appointed each year. Terms shall expire on December 31. In the event of a vacancy, the Dean of the Honors College may appoint another member.

12-3. BOARD CHAIR OR CO-CHAIRS

The Dean of the Honors College shall designate the chair or co-chairs of the Honors Alumni Board for its first year. Thereafter, the Honors Alumni Board shall select its own chair or co-chairs each November for the following calendar year.