

**POLICIES & PROCEDURES OF THE HONORS COLLEGE**  
**Oklahoma State University**

Approved by the Provost May 2016

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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:

- Academic Excellence
- Appreciation of Diversity (In its broadest sense)
- Leadership
- Educational Innovation
- Community Engagement
- A Global Perspective
- Personal and Professional Integrity
- Life Long Learning

##### **Vision**

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

##### **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 ultimately helping 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 the students, personal, academic, and professional development.
- The Honors College will provide a living/learning environment that fosters individual and cultural differences, promotes personal and professional integrity, and fosters a strong sense of community.
- The Honors College will encourage, support and expect its students to be active in service and to become leaders in the University community and beyond.

##### **Guiding Principles**

- The Honors College will promote its core values.
- The Honors College will recognize appropriate non-traditional intellectual experiences, since profound

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intellectual experiences 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

**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) 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: Agricultural Sciences and Natural Resources (1), Arts & Sciences (2), Business Administration (1), Education (1), Engineering, Architecture and Technology (1), and Human Environmental Sciences (1). Members shall serve a term of three calendar years, beginning in the fall semester, and they may be reappointed.

Terms shall expire at the beginning of the fall semester of the years indicated below and every three years thereafter: Agricultural Sciences and Natural Resources, 1991; Arts & Sciences (#1), 1992; Arts & Sciences (#2), 1993; Business Administration, 1991; Education, 1992; Engineering, Architecture and Technology, 1991; and Human Environmental Sciences, 1993.

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: Agricultural Sciences and Natural Resources (1), Arts & Sciences (2), Business Administration (1), Education (1), Engineering, Architecture and Technology (1), and Human Environmental Sciences (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 graduate/retention grade point averages of at least 3.50, and continue to be an active participant in The Honors College as defined in Section 10-1, 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.

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

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concern; (4) recommend and plan special events for Honors College students; and (5) make recommendations to the Dean on any other matters concerning The Honors College.

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

#### 3.1 ADMISSION REQUIREMENTS

##### 3-1-1. ENTERING FRESHMEN BY ACT (SAT) SCORE, AND HIGH SCHOOL GRADE POINT AVERAGE

**Regular 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 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 of 3.75 or higher. (Weighted high school grade point averages 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.

**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 on-line 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.

**3-1-3. TRANSFER AND CONTINUING STUDENTS.** Transfer and continuing students who have earned at least seven (7) college credit hours will be eligible on the basis of a college grade point average which meets eligibility requirements for honors course enrollment. Transfer students may be admitted to the Honors College on the basis of their graduation/retention grade-point average (7-59 hours earned: 3.30; 60-93 hours earned: 3.40; 94 or more hours earned: 3.50) [See §3-2-1.] Students other than new freshmen who do not meet the graduate/retention grade point average 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 Eligibility Appeals Committee (see Section 3-2-3) that it is highly probable that the student's graduate /retention grade point averages will be at least 3.50 at the time of graduation.

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### **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 graduate/retention grade point averages:

- |                           |                        |
|---------------------------|------------------------|
| 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 §3-1-3] - 7-59 hours earned: Second Year; 60-93 hours earned: Third Year; 94 or more hours earned: Fourth Year. 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 1 with every 30 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 graduate/retention grade point average 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 §3-2-3.] In the case of first year students who failed to achieve graduate/retention grade point averages of at least 3.20, and in the case of students granted one-semester appeal eligibility who failed to achieve the graduate/retention grade point average 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 grade point average 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.

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 graduate/retention grade point average 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 SUSPENSION.** 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 graduate/retention grade point average up to the required level before the next review of grades, then the

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student may file an appeal using the on-line appeals form at the Honors College web-site 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 5:00 p.m. 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 graduate/retention grade point average, 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 graduate/retention grade point average 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 until the ! has been removed from his or her transcript. 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 until the ! has been removed from his or her transcript.

(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.

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

**3-3-1. BREADTH REQUIREMENTS.** Twelve hours of honors credit (grade of "A" or "B") with a minimum of three credit hours per area from the following areas:

- [1] Humanities including but not limited to courses designated "H"
- [2] Social Sciences including but not limited to courses designated "S"
- [3] STEM including but not limited to courses designated "N" and "A"

**3-3-2. HONORS SEMINAR/INTERDISCIPLINARY HONORS COURSES.** A minimum of two honors seminars or interdisciplinary honors courses with a minimum of four credit hours in honors seminars or

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interdisciplinary honors courses (which also may be used to satisfy a portion of the breadth requirement), grade of “A” or “B” required.

**3-3-3. ADDITIONAL HONORS HOURS.** Sufficient additional hours of honors credit (grade of “A” or “B” required), to reach total of eighteen credit hours.

**3-3-4. GRADE POINT AVERAGE.** At the time of completion of the requirements for the General Honors Award, a minimum graduate/retention grade point average of 3.50 must have been maintained. In the case of students who have transferred hours from other institutions, a 3.50 grade point average in all hours earned at Oklahoma State University must have been maintained as well as a graduate/retention grade point average of 3.50 for all college work undertaken.

**3-3-5. HONORS CONTRACTS.** Under normal circumstances, no more than nine credit hours within the 18-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 12-hour minimum in honors 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 §3-3-6, below.]

**3-3-6. TRANSFER HONORS CREDIT.** In meeting the breadth requirements and honors seminar/interdisciplinary honors course requirements for the General Honors Award, students who have transferred from other institutions may utilize a maximum of fifteen (15) 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 six (6) honors credit hours must be earned at Oklahoma State University through honors sections or honors seminars/interdisciplinary courses. Honors contracts may not be used for these six hours.

**3-3-7. OSLEP CREDIT.** With the approval of the Dean of The Honors College, up to six (6) credit hours graded pass (“P”) earned through the Oklahoma Scholarship-Leadership Enrichment Program (OSLEP) may be utilized toward the General Honors Award. The Dean shall designate the area(s) in which such hours may be counted on a case-by-case basis.

**3-3-8. SPECIAL EXPERIENCE OPTION.** Students who complete (1) a study abroad experience, (2) an off-campus internship, (3) a cooperative education semester, (4) research or other creative activity, or (5) leadership or service may use one of these experiences as one of the four distribution areas for the General Honors Award.

If academic credit is granted for the experience, a grade of “A” or “B” shall be required, unless the experience is graded pass-fail, in which case a grade of “Pass” shall be required. If academic credit is granted for the experience, the student may be exempted from an equal number of General Honors Award hours, up to a maximum of three (3) credit hours.

If academic credit is not granted for the experience, the student shall petition for Honors College approval in advance of the experience and then provide documentation of successful completion of the experience as well as a reflective paper about what he or she learned as a result of the experience and how this knowledge may be used in his or her future as well as for the benefit of others. The Dean of the Honors College may exempt the student from up to three (3) credit hours of the requirements for the General Honors Award on the basis of the documentation and reflective paper. If the Dean does not approve the exemption, the student may appeal the decision to the University Honors Council.



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3-3-9. **CERTIFICATE AND TRANSCRIPT ENTRY.** Upon the student's completion of the curricular requirements for the General Honors Award with the necessary grade point average, 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 graduate/etention grade point average and a minimum of fifteen hours of upper-division honors credit including a creative component. In the case of students who have transferred hours from other institutions, a 3.50 grade point average in all hours earned at Oklahoma State University must have been maintained as well as a graduate/retention grade point average of 3.50 for all college work undertaken. [See "Top Ten Percent" alternative calculation in Section 4-4, below.]

**4-1-1. INTERNATIONAL STUDY OPTION CREDIT TOWARD COLLEGE OR DEPARTMENTAL HONORS AWARD.** With the advance approval of the student's college, up to three (3) upper-division credit hours earned using the International Study Option (Section 5-6, below) may be counted toward the College or Departmental Honors Award without honors credit being required in these credit hours. These credit hours may not also be used for the waiver provision of Section 5-6, but additional credit hours may be used for that waiver provision.

**4-2. DOUBLE MAJORS WITH HONORS AWARDS IN BOTH MAJORS.** In the case of students seeking to earn a double major with honors (any combination of Departmental and/or College Honors Awards), the student shall fulfill the requirements for both awards (including a 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 both majors if the course may be counted in the curricular requirements for both majors, subject to the requirement that six additional honors hours must be earned beyond the first major's honors requirements.

**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. GRADUATE/RETENTION POINT AVERAGE FOR AWARD.** At the time of completion of the requirements for the College or Departmental Honors Award, a minimum 3.50 graduate /retention grade point average must have been maintained. In the case of students who have transferred hours from other institutions, a 3.50 grade point average in all hours earned at Oklahoma State University must have been maintained as well as a graduate/retention grade point average 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 grade point average criteria specified in Sections 4-1 and 4-4, subject to a 3.25 graduate/retention grade point average minimum. Such a "Top Ten Percent" policy shall be specified in writing by the college, approved by the

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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. CREATIVE COMPONENT (THESIS) APPROVAL PROCESS**

**4-5-1. CREATIVE COMPONENT/THESIS PROPOSAL.** At the beginning of the final semester of thesis work the student will submit the on-line Thesis Proposal Form. This form will contain a brief description of the proposed project 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 CREATIVE COMPONENT.** The senior honors thesis, report, or other 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, project, 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, report, or other 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, report, or creative component. The deadline for filing the approved copy of the thesis, report, or other creative component shall be the last day on which grades may be reported for the semester or summer session.

*4-5-4-1. Inclusion in Electronic Database.* Unless the embargo option is selected in the electronic filing of the thesis the student's thesis, report, or other 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 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 (36) honors credit hours with a grade of "A" or "B," including the

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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 graduate/retention grade point average 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 grade point average in all hours earned at Oklahoma State University must have been maintained as well as a graduate/retention grade point average of 3.50 for all college work undertaken.

**5-1-1. SPECIAL EXPERIENCE OPTION CREDIT TOWARD HONORS COLLEGE DEGREE.** Students who are exempted from General Honors Award credit hour requirements under the Special Experience Option (Section 3-3-8, above) are exempted from the same number of credit hours for the Honors College Degree requirement.

**5-1-2. INTERNATIONAL STUDY OPTION CREDIT TOWARD HONORS COLLEGE DEGREE.** Up to three (3) upper-division credit hours earned using the International Study Option (Section 5-6, below) and counted toward the College or Departmental Honors Award (Section 4-1-1, above) may be counted toward the Honors College Degree without honors credit being required in these credit hours. These credit hours may not also be used for the waiver provision of Section 5-6, but additional International Study Option credit hours may be used for that waiver provision.

**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 grade point average criteria specified above, subject to a 3.25 graduate/retention grade point average 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.

**5-5. COMMUNITY SERVICE OPTION.** During the sophomore and junior years, an honors student with graduate/retention grade point average of at least 3.50 may undertake community service with an agency or organization in Stillwater or its immediate vicinity to earn waiver of one (1) to three (3) of the thirty-six (36) honors credit hours required for the Honors College Degree (not including any honors hours used toward the General Honors Award or the Departmental or College Honors Award). Such community service must be undertaken while the student is enrolled on campus. A minimum of fifteen (15) hours of verified satisfactory community service shall be required for each honors credit hour to be waived, and no more than thirty (30) hours of community service may be counted from any one semester or summer session. Community service hours shall be verified by a supervisor from the agency or organization on a form approved by the Service-

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Learning Volunteer Center or by The Honors College. On-campus activities shall not be considered community service under this option. The student must certify to The Honors College that the community service hours are not being used for any course, program, requirement, or assignment on or off campus other than The Honors College's community service option under this section. Approval from the Dean of The Honors College must be obtained before beginning volunteer service with an agency or organization that is not approved through the Service-Learning Volunteer Center. Freshmen and seniors in their final year are not eligible for this option.

**5-6. INTERNATIONAL STUDY OPTION.** Honors students are encouraged by The Honors College to participate in international study. An OSU honors student with 3.50 graduate/retention grade point average may earn a waiver of up to six of the six honors credit hours required for the Honors College Degree beyond the General Honors Award and the Departmental or College Honors Award requirements.

This waiver will be awarded for college credit earned while participating in the Reciprocal Exchange Program through the OSU Study Abroad Office. One honors hour will be waived for each three (3) semester credit hours earned (with grade of "A" or "B," or the equivalent grades in the institution attended) that count toward OSU graduation requirements. Courses completed with grades of "P," "S," etc. will be acceptable for this option when regular letter grades are not awarded in the courses at the international institution from which the credit has been transferred. The student is obligated to provide a detailed explanation of the grading system when applying for a waiver under this section.

Permission to make use of this option must be obtained in advance from the Dean of The Honors College or the University Honors Council.

Students wishing to earn a waiver under this Section by participating in international study other than through the Reciprocal Exchange Program administered by the OSU Study Abroad Office must petition the Dean of the Honors College or the University Honors Council in advance to do so and must demonstrate that the educational experience will be the equivalent of that offered through the Reciprocal Exchange Program in terms of classes at an international institution taught by that institution's faculty and with that institution's students.

**5-7. AP, IB, AND CLEP CREDIT OPTION.** Students who earn credit hours by examination through the College Board's Advanced Placement Program (AP) with a score of four (4) or higher, through the International Baccalaureate Program (IB) with an examination score of six (6) or higher, or an equivalent score on the College Level Examination Program (CLEP) may earn waiver of one (1) to six (6) of the thirty-six (36) honors credit hours required for the Honors College Degree (not including any honors hours used toward the General Honors Award or the Departmental or College Honors Award). One honors hour will be waived for each three (3) semester credit hours earned by AP and/or CLEP. This option applies only for courses that may be counted for credit toward the student's undergraduate degree.

**5-8. 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:

(1) Completion of the requirements for one of the following academic minors with a minimum of three (3) credit hours earned in a study-abroad experience (which may be in an independent-study format): African American Studies, American Indian Studies, Ancient and Medieval Studies, Asian Studies, Central Asian Studies, Classical Studies, Foreign Language, Hispanic and Latin American Studies, Russian and East European Studies, International Business, or International Studies. The Honors College shall provide appropriate forms for this option.

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(2) Completion of an international study program approved by The Honors College that includes a minimum of eighteen (18) credit hours of related courses, at least six of which must meet the requirements of the International Study Option (Section 5-6, above). 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 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 only 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 when appropriate tenured or tenure-track faculty are not available. 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.

With the advance approval of the Dean of a college and notification of the Dean of The Honors College, honors sections may be taught by faculty members in their first year on the faculty at Oklahoma State University if, in the opinion of the Department Head, such an assignment will prove beneficial to both the faculty member and the Honors students.

**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.

**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.

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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 graduate/retention undergraduate grade point average, (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 (22) 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 college offering the course.

**6-6-2. MINIMUM ENROLLMENT.** The anticipated minimum enrollment for an honors course is twelve (12) students in lower-division (1000- and 2000-level) honors courses and seminars, eight (8) students in upper-division (3000- and 4000-level) honors courses and seminars and six (6) 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 course evaluation process by distributing the University Student Honors Council's course evaluation questionnaire in their honors sections shortly before or during pre-finals week and having the questionnaires returned to The Honors College Office. In the case of faculty teaching honors sections funded by The Honors College, participation in the University Student Honors Council's evaluation process shall be required. Participation by faculty in the University Student Honors Council's 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 20 to 25 hours of work. In 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

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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.

**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

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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 ACADEMIC ADVISING**

**8-1. QUALIFICATIONS FOR HONORS ADVISORS.** The 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 an Honors College Degree.

**8-2. 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 evaluation form approved by the University Honors Council and University Student Honors Council.

### **SECTION 9 — 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 10 — PRIVILEGES EARNED BY ACTIVE PARTICIPANTS IN THE HONORS COLLEGE**

**10-1. 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:

- (1) For students who have completed 0-59 credit hours (and who will not at the end of the current semester have earned the General Honors Award and six additional honors hours (including hours waived under the Community Service, International Study, and AP-CLEP Options), a minimum of three honors hours in each semester as well as a minimum of nine honors hours in each two consecutive semesters shall be required to maintain active participant status. Calculation of the nine-hour-per-two-consecutive-semesters minimum shall include the honors hours earned (grade of "A" or "B" required) in the immediately preceding semester and the number of honors hours in which the student is currently enrolled (in honors courses or by honors contracts). Summer session honors hours shall not be included in the computation.
- (2) Students who have completed 15+ hours toward General Honors, and only requires an Honors seminar to complete the General Honors Award may remain active in Honors 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.
- (3) For students who have earned (or at the end of the current semester will earn) the General Honors Award and three additional honors hours (including hours waived under the Community Service, International Study, and AP-CLEP Options), and for students who have completed 60 or more credit hours, a minimum of three honors hours in each semester shall be required to maintain active participant status, subject to the exceptions provided in Sections 10-1(3) and 10-1(4).



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- (4) Students who have earned the General Honors Award and three additional honors hours (including hours waived under the Community Service, International Study, and AP-CLEP Options), and who continue to be eligible for Honors College participation based upon their graduate/retention grade point average, 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.
- (5) 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 graduate/retention grade point average) 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 senior honors project (and who plan to complete the senior honors thesis or senior honors project prior to graduation and remain eligible for Honors College participation based upon their graduate/retention grade point average) also may be considered to be active participants by filing the same form of written request.
- (6) 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 successfully completed in the immediately preceding semester and the number of honors hours in which the student is currently enrolled (in honors sections or by honors contracts) is equal to the proportion of honors hours normally required of a full-time student enrolled in twelve hours per semester under subsections (1) and (2), above.
- (7) Students participating in the International Study Option of the Honors College (Section 5-6, above) 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.
- (8) Students participating in a fall or spring semester special experience option (Section 3-3-8, above).

**10-2. PRIORITY ENROLLMENT.** The Dean of The Honors College shall report to the Registrar, through appropriate channels, the names and student identification numbers of those students who meet the definition of an active Honors College student (see Section 10-1, above) during a given semester and therefore qualify for priority enrollment for the next academic semester and/or summer session.

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

**10-3. HONORS COLLEGE STUDY LOUNGE.** Active participants in The Honors College are entitled to use The Honors College Study Lounge in Old Central.

**10-4. 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.

**10-5. 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 graduate/retention grade point average required for eligibility in The Honors College.

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Approval for such petitions shall be limited to circumstances in which no reasonable alternative exists for the student.

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 11 — HONORS FRIENDS BOARD**

**11-1. 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.

**11-2. 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.

**11-3. 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.