

## CHS Honors Course Policy

Who is eligible to register for honors courses ([M3A/M30/350 sections](#))?

- Only active members of the Helen Hardin Honors College may register for CHS honors sections.
- Students that are both Helen Hardin and CHS honors students.

### Honors Course Requirements

- Within the first week of class, honors students **MUST** complete the Honors Project Acknowledgment form within the Honors Module.
  - Failure to complete Honors Project Acknowledgment form by due date, results in the student's administrative withdrawal from the honors section. Students would then have the opportunity to register for the traditional (non-honors) section of the same course.
- Completion of Honors Project (specified by instructor-located in honors syllabus) in addition to all regular class coursework.
  - Failure to complete the honors project, regardless of passing grade status in regular course work, will result in failure of the honors course. Therefore, if students have any concern about completing the honors project, they should drop the honors section immediately and register for the traditional (non-honors) section of the same course.

### Additional Honors Course/Contract Policy Information

- Students will earn honors credit if they complete the Honor coursework satisfactorily and earn a grade of A or B in the honors course. If the course is graded plus/minus, a grade of "B-" is insufficient for honors credit.
- Regarding contracting honors courses, once a student undertakes two contracts without successfully completing either, he or she is **not** eligible for further contracts.
- Faculty **MUST** have specific honors module within their cross listed course and separate honors course.
- Faculty **MUST** include the honors syllabus within the honors module that includes the Honors grading scale/project and required acknowledgement form details.
- If the honors project results in a separate grade being provided as a part of the final course grade, faculty should inform students that the grade within Canvas may not reflect their final course grade, as the honors project may not be able to be factored into the Canvas grade book. Students should talk with the faculty member about their average grade and their standing in the course.

## Process for Non-Compliant Students in Honors Section

### Overview

**Step 1:** Welcome email to all honors students within your honors course also notifying them of required completion of both acknowledgment form and honors project to continue in the honors section.

**Step 2:** Students who have not submitted acknowledgment form 3 days prior to the due date will be sent reminder emails to complete the form, notifying them that they will be administratively dropped from the honors section if not completed.

**Step 3:** Students who fail to complete the acknowledgement form by the due date will result in the instructor submitting their name/UID#/CRN to the CHS Honors Program Director for administrative removal from the course.

### Faculty Ideas for Honors projects

- Undertaking an additional, or more demanding research project
- Expanding a paper for presentation or submission to a research forum (e.g., Student Research Forum) or undergraduate research journal (e.g., Quaesitum)
- Conducting field work
- Performing service hours related to a course topic along with meaningful reflection (service-learning)