



THE UNIVERSITY OF  
**MEMPHIS**®

Helen Hardin Honors College

**2022/2023**  
**Student Handbook**

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## WEBSITES

Honors College Website: <https://www.memphis.edu/honors/>

QuaesitUM Website: <https://www.memphis.edu/quaesitum/>

Undergraduate Research Website: <https://www.memphis.edu/ugresearch/>

National Student Exchange Website: <https://www.nse.org/>

UofM Phi Kappa Phi Website: <https://www.memphis.edu/pkp/>

## **Message from the Director**

Welcome to the University of Memphis and to the Helen Hardin Honors College. The University of Memphis offers an exceptional educational experience for all of its undergraduates. For academically ambitious and talented students, we offer something extra—the opportunity to participate in the Helen Hardin Honors College.

The Helen Hardin Honors College is the UofM's university-wide honors program. The Honors College offers students the opportunity to take small classes and interdisciplinary seminars with the University's most outstanding faculty. The Honors College also provides many opportunities beyond the classroom such as study abroad, independent research, and co-curricular activities. Honors students also have the chance to participate in nationally recognized undergraduate research conferences and extend their learning through internships and public service.

This goal of this handbook is to help you learn more about our faculty and staff, our curriculum, and the opportunities available to you as a member of the Honors College. Please feel free to contact me, or any member of my staff, if you have questions or need more information about the Honors College.

With best wishes,

Melinda Jones  
Director

## **About the Helen Hardin Honors College**

The Helen Hardin Honors College combines the best of a small liberal arts school with the wide-ranging opportunities of a nationally recognized research university, with students encouraged to draw freely from both the College and the University. Similar to classes at a liberal arts college, honors classes are limited in size, populated by talented students, and taught by faculty who encourage students to be active participants in their educations.

Over 2,000 undergraduates from all departments and majors at The University of Memphis participate in the Honors College, including approximately 500 freshmen who enter the program each year. In terms of the demographic profile of Honors students, 15 percent of Honors students come from outside Tennessee, and slightly more than half are women. Otherwise, Honors students are fairly typical of the student body as a whole. Honors students participate in all aspects of campus life—student government, athletics, the Greek system, musical organizations, international studies programs, and many other campus activities.

The Honors College provides unique experiential learning opportunities in undergraduate research, service learning, and study abroad. The Honors College also coordinates special academic, social, and cultural events for honors students in which they can become part of a community of friends and fellow scholars outside the classroom. Students benefit both personally and professionally from the special programs and individualized attention that characterize the Helen Hardin Honors College.

## **Benefits of Membership in the Honors College**

There are a number of advantages to being an Honors student, in addition to the academic opportunities it presents. These perks include:

**Priority Registration Privileges** Members of the Honors College are eligible to register for classes before the rest of the general student body. This means that honors students are much more likely to get the classes they want at the times they want. To be eligible for Priority Registration, students must be active members of the program. First-semester freshmen must attend an honors orientation session in order to register early.

**Scholarship Service Hours** Many scholarships at The University of Memphis require a service obligation to the institution of 75-150 hours per academic year. Because honors courses require significant enrichment activities by the student over and above normal course requirements, scholarship service hours are considered fulfilled for students who are either enrolled in an honors class, contracting for honors credit, or otherwise completing the requirements for an Honors Experience. Each honors course, contract, or Honors Experience fulfills 75 hours of service for that academic year. Please note that students are not allowed to “bank” their honors courses for future academic years (i.e., taking more than the necessary honors classes to fulfill service hours obligations will not count toward service hours for the following year). Fulfillment of scholarship service hours by participating in the Honors College is considered on a semester-by-semester basis. Follow this link to the Scholarship Office for more information: <http://www.memphis.edu/scholarships/scholarships/srvhropts.php>.

**Honors Living-Learning Community** The Honors College has established honors housing in the Honors and Scholars Living Learning Complex (LLC). This state-of-the-art facility offers amenities such as card/key access to the building, wireless access and ethernet capabilities in each room, music practice rooms, classrooms, and a comfortable lounge area on each floor where students can meet and mingle. The honors living-learning community is a learning community in the truest sense—honors classes are taught in the LLC.

The Living Learning Complex is in a convenient location, close to Honors Hall. All Honors students are eligible to apply for housing in the LLC. Room assignments in the LLC are made on a first-come, first served basis.

**Honors Computer Lab and Student Lounge** The Honors College operates a computer lab and a student lounge located in Honors Hall. The labs and lounge are available for honors students to use during regular business hours.

**Library Privileges** Honors students have unique privileges with the University library. Honors students are allowed to check-out materials from the library for the entire semester.

**Co-Curricular Events** The Honors College sponsors many events every semester that complement the academic side of the program. These events include regular speakers from off-campus, cultural activities such as visits to museums and concerts, and social events such as laser-tag, movie night, and parties to mark various occasions. Upcoming events are announced on the webpage and in regular email updates.

## **Admission to the Honors College**

National Merit Finalists and recipients of the Cecil C. Humphreys Presidential Scholarship, the Provost’s Scholarship, and the Dean’s Scholarship are automatically admissible to the College upon receipt of their applications. Other incoming freshmen who score a minimum of 24 on the ACT, or its equivalent on other tests, and have a 3.25 high school GPA are invited to apply to the Honors College. Transfer students and students currently enrolled at The University of Memphis are also eligible to apply for the Honors College if they have earned a minimum

grade point average of 3.25 in college coursework. Students who do not qualify in one of these ways may be considered for provisional admission upon direct application. Letters of recommendation, though not required, may also be submitted.

To be considered for admission, applicants must be admitted to The University of Memphis and complete a separate application for admission to the Honors College. An application may be submitted on-line from the Honors College's website: <http://www.memphis.edu/honors>.

## **Maintaining Membership in the Honors College**

**Good Standing** To remain in good standing with the Honors College, students must maintain at least a 3.0 cumulative GPA during their freshman and sophomore years, and at least a 3.25 cumulative GPA during their junior and senior years. Furthermore, students must complete Honors courses on a regular basis to show progress toward graduation with Honors.

**Probation and Removal From Honors** A student whose cumulative GPA falls below the minimum requirement (3.0 for freshmen/sophomores, 3.25 for juniors/seniors) will be placed on probation. Students on probation may remain in the Honors College as long as each semester's GPA is at least a 3.0, until the cumulative GPA is raised to the minimum requirement, at which time the student returns to good standing. A student on probation whose semester GPA is less than 3.0 will be suspended from the Honors College and lose all the privileges of membership.

Students who do not complete an Honors course/contract or participate in an Honors Experience for two consecutive semesters (not including summer semester) will be removed from the Honors College due to non-participation.

Membership in the Honors residential community in the Living Learning Complex (LLC) may be suspended for students who are removed from the Honors College, though suspension of a living arrangement in the LLC will generally not occur between semesters of an academic year (i.e., suspension of a living arrangement will not take place between fall and spring semesters).

**Special Circumstances** Students who believe that their individual circumstances warrant special consideration may petition for an exception to the cumulative GPA/enrollment requirements for continuation in the program. The student must submit a written statement outlining any extenuating circumstances to the Director of the Honors College within fourteen days of being notified of ineligibility. The professional staff of the Honors College will carefully consider the petition and promptly notify students of the decision.

**Reinstatement of Membership** Students who have been suspended from the program may request reinstatement to the program at a later date if their cumulative GPA meets the Honors College requirements. Requests for reinstatement must be made in writing, and will be granted if the student has achieved the requisite 3.0 GPA (for freshmen and sophomores) or 3.25 GPA (for juniors and seniors).

## **Grievances**

The Honors College follows all campus policies regarding academic and other grievances. In general, we advocate for individual meetings between student and instructor as the most important and first step. In any situation where you feel that step was not helpful or is inappropriate, be sure to make an appointment with the Director, who can assist with additional procedures. The Director is also available to assist you with campus policies for any other types of grievance concerns.

## **Graduating with Honors**

Honors certification for graduation is earned by successfully completing at least 25 hours of honors courses and achieving a 3.25 or higher cumulative GPA at the time of graduation. Students may pursue one of two tracks leading to graduation with honors: **University Honors** or **University Honors with Thesis**.

### ***University Honors***

To attain "University Honors" (25 total credits), with transcript/diploma notations, students will complete 25 semester hours of honors courses that includes:

1. UNHP 1100 Honors Forum in the first semester
2. An approved Honors Experience in the junior year
3. An approved Honors Experience in the senior year
4. Earn a minimum grade of "B" (3.0) in all honors courses
5. Achieve a cumulative 3.25 grade point average or higher at the time of graduation

### ***University Honors with Thesis***

The highest honor a University Honors Program student can achieve is "University Honors with Thesis," with transcript/diploma notations. To attain this honors designation, students will complete 25 semester hours of honors courses that includes:

1. UNHP 1100 Honors Forum in the first semester
2. An approved Honors Experience in the junior year
3. Complete an Honors thesis in the senior year (3 semester hours)
4. Earn a minimum grade of "B" (3.0) in all honors courses
5. Achieve a cumulative 3.25 grade point average or higher at the time of graduation

## **Definition of "Honors Experience"**

"Honors Experiences" include opportunities that expand the standard curriculum and enhance the academic experience. Students are required to complete two Honors Experiences to graduate with an honors designation. At least one of the two Honors Experiences must be a course-related experience. The following are some examples of "Honors Experiences":

### ***Course-related Experiences:***

- Upper-division Departmental or College honors courses
- Upper-division UNHP courses
- Graduate courses
- Honors independent study of at least 3 credit hours to an honors thesis
- Upper-division honors course by contract

### ***Non-Course Related Experiences:***

- An approved and credit-bearing study abroad program (one-time only)
- An approved and credit-bearing internship (one-time only)
- National Student Exchange (one-time only)

## **Department and College Honors Programs**

Some academic departments and/or colleges offer honors programs based on work in the major. The Fogelman College of Business offers a college-wide program for students pursuing the Bachelor of Business Administration, and several disciplines in the College of Arts and Sciences offer students the opportunity to earn honors distinction through special projects and independent study. Upon completion of specified requirements, the student will earn a transcript notation indicating "Departmental/College Honors in \_\_\_\_". Because these

programs are independent of the Helen Hardin Honors College, please consult the specific department or college for detailed requirements. Currently, departmental/college honors may be earned in the following areas:

Anthropology  
Biomedical Engineering  
Civil Engineering  
Communication  
Computer Engineering  
Criminology and Criminal Justice  
Economics  
Electrical Engineering  
English

Health Sciences  
History  
Mathematical Sciences  
Mechanical Engineering  
Philosophy  
Physics  
Political Science  
Psychology  
Sociology

## **Honors Classes**

Over 100 classes from a wide variety of disciplines are offered each semester, and many of these are 1000-2000 level courses that satisfy the university's General Education requirements or serve as introductory courses in an academic major. Honors courses can be distinguished from most regular courses in the expectations and abilities of the students, the role and involvement of the faculty, and the nature of the courses themselves. Honors courses are generally discussion-based classes that emphasize writing, problem-solving, critical and creative thinking, and a certain amount of intellectual risk-taking. Whenever possible, an integrative approach that links various disciplines to a common problem is encouraged.

Although honors courses are more challenging than regular courses, most students find that their grades in honors courses are equal to or higher than grades earned in regular courses. To receive honors credit for a course, students must make a grade of "B" (3.0) or better. Classes are limited in size and most admit only honors students. To enroll in honors classes, students must be accepted to the Honors College and be classified as an honors student in the university's registration system. For more information about registration in honors classes and a complete list of course offerings, contact the Honors Program at 678-2690.

## **UNHP 1100: The Honors Forum**

Honors Forum (UNHP 1100) is a one-credit hour course that is required of all entering freshmen in their first semester at the University of Memphis. Recent Honors Forums have addressed issues such as "Approaches to Art in Memphis," "The Supreme Court: What It Is and What It Does," "A Brief Introduction to Behavioral Genetics," and "Civil Society: Community Leadership and Service." The variety of topics offered reflects the different issues that are important to an honors education- service, leadership, and diversity, to name a few- and exemplifies the program's commitment to an interdisciplinary approach to thinking and learning.

## **Contracting for Honors Credit**

Contracting for honors credit enables students to earn honors credit by incorporating an honors component within a regularly offered class. Students are encouraged to enroll in honors sections of lower division courses when these courses are regularly offered. It is the philosophy of the Honors College that the group experience in an honors class is preferable to the contract approach at the lower division. Accordingly, the contracting option usually cannot be exercised for courses normally taught in honors sections. However, for those courses in which an honors section is not offered, contracting is allowed when a particular course demonstrably meets the student's overall academic objectives.



The honors contract is a written agreement made between an honors student and a professor; the agreement stipulates exactly what additional or different work a student must do in order to earn honors credit for a course. In general, it is preferable for the contract to consist of "something different" rather than "something more."

Students will submit the online Honors Contract form for approval from the course instructor and departmental chairperson or the departmental honors coordinator. The online form will be made available on the website below one week prior to the start of classes and close two weeks after the start of classes for a three-week window. Only active members of the Honors College may contract a course for honors credit. Freshman may not contract a course for honors credit (exception for UofM Lambuth Campus and UM Global Students).

Students may request an Honors Contract for courses offered at the 2000 level or higher. Online courses may be contracted for honors credit as long as they meet all other eligibility criteria. Honors contracts may not be added to 1000 level courses (exception made for UofM Lambuth Campus and UM Global Students), courses already offered in honors sections, courses that carry less than 3.0 credit hours, internships (already counts as honors), study abroad (already counts as honors), independent study/research, courses offered by third-party providers (TN eCampus, etc.), pass/fail courses graduate level courses (automatically counts as honors).

At the end of the semester in which the contract is made, the Honors office will contact the professor to determine whether the terms of the contract have been met. The terms of the contract should be completed by the end of the semester in which the contract is made. The completion or incompleteness of a contract has no effect on the student's grade for the course; it affects only the entry of an honors designation for the course on the student's transcript. The work done under an honors contract, then, is evaluated only as "satisfactory" or "unsatisfactory." Once the professor reports to the Honors Program office that the student has completed the honors component successfully and has received a grade of B (3.0) or better in the course, the course is noted as an honors course on the student's transcript.

Further information, models of honors contracts, and appropriate forms are available on the following website: <https://www.memphis.edu/honors/members/contract.php>

## **The Honors Thesis Project**

All University of Memphis students who intend to graduate with the "University Honors with Thesis" designation must complete a senior thesis/creative project. The honors thesis project is the culmination of an honors education at The University of Memphis and epitomizes what honors education is all about—a student, in close consultation with a faculty member, carrying out intensive research and/or a creative experience appropriate to a serious undergraduate program.

An honors thesis project may take many forms. For students in the liberal arts or laboratory sciences, the thesis may be a written piece of work. But writing a thesis differs from writing simply another research paper for two reasons. First, an honors thesis usually entails producing a work that is about 30-40 pages long, although some, particularly in math and the laboratory sciences, may be shorter. Second, the thesis should contain original insight into a discipline or body of knowledge. The honors thesis should go beyond merely summarizing the existing research and include a student's own critical and creative thinking.

For students in majors such as drama, art, music, film, or engineering, the honors thesis project may be a creative endeavor appropriate to the discipline. For example, an art student might create an exhibition of original works, a film student might produce a documentary, or an engineering student might design a prototype. If the thesis project is a creative work, a substantive written description (approximately 10 -15 pages) must accompany the project, detailing how the creative work meets the goals of a thesis.

Students are strongly urged to view the honors thesis project as a two-semester, six-credit project. In the first semester of the project, the student should enroll in research or independent study; in the second semester, the student should enroll in thesis hours. For specific information, please visit the Honors Program office (105 Honors Hall).

## **Undergraduate Research Opportunities**

**Works-in-Progress Symposium** The Works-in-Progress Symposium (WIPS) held at The University of Memphis during the Fall semester gives undergraduates the opportunity to present individual research. Although many students make presentations related to their Honors thesis, membership in the Honors College is not required to participate in the Works-in-Progress Symposium. At WIPS, students are evaluated by faculty on their written work and on their oral presentations at the symposium. Students participating in Works In Progress may then apply for sponsorship to the National Conference on Undergraduate Research (NCUR®).

**National Conference on Undergraduate Research** The National Conference on Undergraduate Research (NCUR) is the largest conference of its kind, with other 4,000 students and faculty mentors from across the nation in attendance at this three-day event.

The Honors College supports students to attend the National Conference on Undergraduate Research (NCUR) each spring. Students who attend both WIPS and NCUR, and present at one other approved research forum, can earn the designation "Undergraduate Research Scholar" on their transcript.

**UofM Student Research Forum** Each spring semester, the Graduate School and the Honors College sponsor the University of Memphis Student Research Forum. This forum provides all University of Memphis students the opportunity to present their research to faculty and peers. Cash prizes are awarded in various academic categories. More information about the Student Research Forum may be found at <http://www.memphis.edu/srf/index.php>.

**QuaesitUM Undergraduate Research Journal** *QuaesitUM*, the journal of undergraduate research at the University of Memphis, was founded in 2014. *QuaesitUM* is dedicated to publishing the scholarly work of undergraduates and is supported by the Helen Hardin Honors College. *QuaesitUM* considers submissions from any current University of Memphis undergraduate students; eligibility also extends to those who have graduated within the last two semesters. *QuaesitUM* accepts manuscripts from all academic disciplines. More information about *QuaesitUM* may be found at <http://www.memphis.edu/quaesitum/>.

## **Other Opportunities**

**Study Abroad** The Honors College strongly encourages study abroad for its students. Each year the Honors Course offers a course in the spring semester that features a study abroad component. Recent courses offered include, "Music and Resistance in South Africa" (Cape Town, South Africa) and "Afro-Brazilian History and Culture" (Brazil), "Culture of the Renaissance in Italy" (Rome, Florence, and Pisa), and "Photographic Exploration of Buddhist Temples" (Japan).

The UofM's Study Abroad Office offers short-term study tours, semester, academic year, and summer programs in over 160 institutions in 60 countries. Scholarships are available from the Study Abroad Office to support international study. Please contact the Center for International Education Services for more information at (901) 678-2814 or visit their Web site: <http://www.memphis.edu/abroad/index.php>

**The Washington Center Internships** The University of Memphis has established a partnership with The Washington Center for Internships and Academic Seminars that provides

a unique opportunity for students to work and study in our nation's capital. Interns pay University of Memphis tuition and fees, and also receive about \$6,000 in financial assistance from the Tennessee Board of Regents toward The Washington Center's fees, tuition, housing, and transportation. All U of M financial aid arrangements (Hope Scholarship, University scholarships, etc.) remain in effect. Go to [www.twc.edu](http://www.twc.edu) for additional information about The Washington Center.

To learn how to apply for the internship, please consult the University Internship Office at (901) 678-3102 or visit their Website: <http://www.memphis.edu/internships/>.

**National Student Exchange** The Honors College coordinates the National Student Exchange (NSE), which provides opportunities for undergraduates to study for up to one calendar year at another NSE member college or university. With more than 170 colleges from which to choose, students can find a campus with just the right combination of courses, facilities, and environment to meet their personal academic interests. There are several funding plans for NSE study, including the opportunity to pay only U of M tuition while attending another school. For further information and advising, please contact the Honors Office at (901) 678-2690 or [honors@memphis.edu](mailto:honors@memphis.edu).

**Phi Kappa Phi Honor Society** The Honors College provides administrative support for Phi Kappa Phi, a national honor society whose purpose is to promote the pursuit of excellence in all fields of higher education. The University of Memphis recognizes Phi Kappa Phi as the leading honor society in the University and acknowledges members of Phi Kappa Phi at Commencement exercises. Membership in Phi Kappa Phi is by invitation and requires nomination and approval by the University of Memphis chapter. To be eligible for invitation, juniors must have completed 72 credit hours and rank in the top 7.5 percent of their class, while seniors and graduate students must rank in the top 10 percent of their class. More information about Phi Kappa Phi can be found at <http://www.phikappaphi.org/web/>.

## Scholarships

**Scholarships for Incoming Students** The University of Memphis offers several hundred academic scholarships each year in varying amounts. Your application for admission to The University of Memphis also serves as your academic scholarship application. For more information on scholarship eligibility and any other questions you may have, contact The University of Memphis Scholarship Office directly at (901) 678-3213. Recipients of some University scholarships are automatically eligible for admission to the Honors Program.

**Non-Resident Honors Student Award** A limited number of Non-Resident Honors Student Awards are available on a competitive basis to non-resident students who enroll full-time and who are actively pursuing graduation with an honors designation. This award pays out-of-state tuition fees only. Students who receive this award are required to take at least one honors course every semester until they have earned a baccalaureate degree, and they must be working toward graduation with University Honors.

Students wishing to receive the award are subject to the following guidelines:

- Students must meet and continue to meet all of the criteria for membership in the Hardin Honors College.
- Students must receive a grade of B (3.0) or higher (or S in pass/fail courses) in each honors course to maintain eligibility for the award.
- Students must maintain a minimum 3.0 cumulative GPA during the freshman and sophomore years, and a minimum 3.25 cumulative GPA thereafter.
- Entering freshmen receive primary consideration. Transfer students may be considered if awards are available.
- Only students earning their first baccalaureate are eligible for this award.
- Awards are available only for the first eight semesters of enrollment.

- Continuation of the Award from semester to semester is only guaranteed if the student is enrolled full-time and continuously in consecutive fall and spring semesters.
- Students who drop below full time or withdraw from classes for a semester are not automatically eligible to continue receiving the award. However, they are eligible to reapply and be reconsidered for the award.

**Michael and Debbie Rose Diversity Scholarship** (Out-of-State Students Only). The Rose Scholarship is a highly competitive, scholarship (\$4,000 per year, renewable up to 8 semesters) and is awarded to a first-year student. Out-of-state students enrolled in the Honors College are eligible for consideration for this award. The award is based upon a variety of criteria including academic merit, leadership, and community service. Special consideration shall be given to candidates who contribute to the diversity that is crucial to the educational outcomes within the Honors College.

**Dr. Elizabeth K. Perryman Honors Scholarship**

The Dr. Elizabeth K. Perryman Honors Scholarship provides Supplemental funding toward one academic year of study at the University of Memphis or study abroad for an academic year, semester, or summer (minimum 10 weeks) at an approved international university/institute or an internship at an international company directly related to the applicant's major. Students must major in Biological Sciences, Chemistry, Physics, Mathematics, Earth Sciences, or Biomedical Engineering to be eligible for this award. Students must also be full-time (minimum 12 hours per semester), member in "Good Standing" in the Helen Hardin Honors College, Sophomore, Junior, or Senior classification, have minimum cumulative GPA of 3.25, and have demonstrated valuable service to the community or university, preferably in gender equality, climate change projects, or biomedical projects.

**Honors College Awards**

The Honors Program presents two awards annually to outstanding students at the University of Memphis Honors Assembly. The **Director's Award** is presented to an honors student for outstanding academic performance in an honors curriculum. The **Joseph R. Riley Service Award** is presented to the student who provides outstanding service to the Honors College.

**Honors Student Organizations**

The Honors College offers opportunities for students to develop their leadership skills. Two student organizations affiliated with the Honors College are:

- The Honors Student Organization (HSO): The HCO is an organization of honors students that works with the administration to develop and implement Honors College activities. The HSO brings major speakers to campus, communicates with other student organizations, and promotes community among Honors students and faculty. HSO representatives also serve on the Faculty Advisory Committee to the Honors College. Membership in the Honors Student Council is open to all honors students. Officer elections are held in the spring semester.
- Honors Ambassadors: Honors ambassadors are a highly selective group of students who represent the Honors College on campus and in the community. Honors Ambassadors may also plan, coordinate, and/or co-facilitate programs with the Honors College.