

Policies and Procedures of the Honors College at Salisbury University

Passed and Approved by Honors Faculty Committee on April 19, 2017

Revised by the Honors College Committee on [April 19, 2017]

Section 1—The Honors College Mission Statement

The Honors College builds upon Salisbury University's mission to offer excellent, affordable education in a variety of academic programs and to empower its students with the knowledge, skills, and core values that contribute to active citizenship, gainful employment, and life-long learning in a democratic society and interdependent world by providing enriched educational opportunities for highly motivated, talented, and creative undergraduate students.

The Honors College fosters close individual contact between students and faculty and brings together engaged undergraduate students with varied interests to explore and enrich their overall academic university experience. In addition, the Honors College seeks to provide an intellectual environment where students pursue inquiry, explore curiosity, and exhibit creativity, all while engaging larger communities on the Eastern Shore and beyond. Honors courses and activities are intended to enhance other educational opportunities available to Salisbury University students and meet national expectations for Honors education.

Section 2—Honors Committee

I. The purposes of the committee shall be to:

- A. Oversee all phases and programs within the Honors College; and
- B. Formulate and approve the Honors College Curricula, including:
 - i. Advising upon and assisting in academic program review.
- C. Serve in an advisory capacity to the Dean of the Honors College, including
 - i. Elaborating on and reviewing the requirements for admission to the Honors College;
 - ii. Developing standards of achievement for continuance in the Honors College;
 - iii. Advising upon and reviewing the fiscal budget for the Honors College; and
 - iv. Evaluating student scholarship, award, and grant applications, as appropriate.

II. The committee shall have seven voting members: five members of the Faculty (one elected from each school and one elected from the library) serving 3-year staggered terms; and two principal officers of the Honors Student Association, or designees. The Dean and Faculty Director(s) of the Honors College shall be non-voting, ex officio members. The Director of Admissions or his/her designee shall be a non-voting, ex officio member. A member of the Honors College Advisory Board shall be a non-

voting, ex officio member. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

Section 3—Selection of Students, Continued Eligibility, and Graduation with Honors.

I. Criteria for Selection of Students

- A. Incoming students with a high school grade-point-average of 4.0 on a 4.0 scale (or equivalent) and an SAT score at or above 1350 updated Composite Superscore (or ACT score of 30 or above) are automatically accepted into the Honors College under Conditional Admission. They may apply at any time for Full Admission into the Honors College.
- B. The Honors College suggests that an incoming first-year student have a high school GPA of 3.5 or an SAT score above 1250 Composite Superscore (or an ACT score of 27) to apply for the Honors College before entering Salisbury University. Additional criteria considered include: an application essay, extracurricular activities, and students who demonstrate well-roundedness and motivation.
- C. Transfer students with a minimum 3.5 GPA from their previous institution(s) may apply for the Honors College.
- D. Honors students transferring from another National Collegiate Honors Council (NCHC) institution are eligible to apply for the Honors College at the time of their transfer, provided they have a 3.5 post high-school GPA.
- E. Honors College scholarships and Priority Admission will be decided by a committee comprised of Honors College Dean, Director of Admissions and Directors of Financial Aid.

II. Admission Deadlines

- A. Admissions deadlines will be established in concert with general university admission deadlines

III. Admission Classifications

- A. Priority Admission
 - i. Students who receive scholarships directly from the Honors College are provided Priority Admission.
 - ii. Students who are granted priority admission are given first opportunity for Living Learning Communities and first selection of courses as long as they remain in good standing within the Honors College.
 - iii. Students must maintain a 3.3 GPA and demonstrate active progress to graduation.
- B. Full Admission
 - i. Students who are granted full admission to the Honors College must enroll in an Honors course during their first semester in order to maintain their active status.

- ii. Full admission means that students are admitted in good standing and enjoy all of the privileges of the Honors College.
- C. Conditional Admission
 - i. Students admitted “with condition” are required to take an Honors course their first semester at Salisbury University. Their progress will be evaluated at midterm and at the end of their first semester. If the student successfully completes at least 12 credit hours of courses, including eight hours of general education courses and obtains a 3.5 GPA or higher, they are automatically admitted into the Honors College with full status and in “good standing.”
- D. Not Admitted
 - i. Based on the recommendation of the Honors Admissions Committee students may be admitted to Salisbury University but not admitted into the Honors College. This decision does not preclude students from reapplying for the Honors College after their first full semester at Salisbury University.

IV. Recruitment of existing SU Students

- A. On campus recruitment occurs throughout the Fall and Spring semesters. Acceptance will be based upon the student’s performance in a minimum of 12 credit hours of work at Salisbury University with a minimum of eight credit hours in General Education courses. Applicants must achieve a cumulative GPA of at least 3.5 in courses taken during the period preceding their application to the Honors College.
- B. Faculty may recommend a student to Dean of the Honors College
- C. Current SU students interested in joining the Honors College should contact the Dean of the Honors College and/or Faculty Director(s).

V. Eligibility for “Good Standing” within the Honors College

- A. Students must maintain a cumulative GPA of at least 3.3 in all courses taken at Salisbury University to remain in “good standing.” First-semester students whose GPA falls below 3.3 will be considered as in “good standing” one additional semester in order to raise their grades.
- B. The Dean will review the grades of all Honors students at the end of each semester. The Honors Dean will submit a list of probation recommendations to the Honors Committee each semester. If a student fails to attain the required GPA, the Honors Committee will decide by vote whether the student will be placed on probation or dropped from the Honors College. Once a student is placed on probation, he/she will have one semester to attain the required GPA. If he/she fails to do so, the Honors Committee will decide by vote whether the student should receive additional time to improve their GPA. The Dean will notify all students who are either on probation or dropped from the Honors College at the beginning of each semester. Students on probation and those dropped from the Honors College will be allowed to remain in any Honors courses in which they are enrolled for the semester during which they are notified of their status.

- C. Students who fall below a cumulative 3.3 GPA will be required to meet with an honors advisor to discuss a plan for improving or maintaining their GPA. Failing to meet with an advisor will negatively impact their probation review.
- D. All Honors students who are not enrolled in an Honors course in a particular semester are required to register their names with the Dean prior to the first day of the semester of which they intend to sit out. Students may sit out two semesters before being placed on probation. After that time, the Honors Committee may vote to remove them from the Honors College. Students who have fulfilled all requirements for graduating with either University Honors or General Honors are exempt from this provision.
- E. Student must earn at least a "C" in any Honors course for it to count toward their requirements to graduate with University or General Honors.
- F. Students who are not in "good standing" with the Honors College will not have access to the privileges granted to full members by the Honors College and Salisbury University.

VI. Transfer Honors Credit

- A. Students admitted from an Honors College at a NCHC affiliated college or university may transfer up to three Honors courses (minimum of 3 credit hours each) to count toward their Honors requirements at Salisbury University, as long as they fulfill curriculum requirements established by the Honors College.
- B. Students must earn no less than a B in a course in order for it to transfer for Honors credit.

VII. Internship and Study Abroad Credit

- A. Honors students may earn Honors credit or substitute internship credits for Honors credit, if it is in addition to their academic program requirements. Students must contract for the credit by consulting both their internship advisor and the Honors Dean or Faculty Director(s). Students must also submit a substitution waiver form with the Honors College. Under most circumstances, students who maintain a journal or blog in addition to typical requirements for their internship, and receive a positive evaluation from their supervisor, will earn substitution credit for an Honors 311 course. They must also arrange for a public presentation to share their experience—this might be at a conference, an Honors student colloquium, or at a departmental event.
- B. Honors students may earn Honors credit or substitution credit for a study abroad experience, if it is in addition to their academic program requirements. Students must contract for the credit with the Honors College Dean or Faculty Director(s). These contracts will include additional projects related to the experience, such as a blog, paper, or slideshow presentation.
 - i. Students participating in a semester-long experience will earn substitution credit for an Honors 311 course.

- ii. Students who participate in a short-term study abroad experience will be required to contract with the Honors College Dean or Faculty Director(s) for variable credits.

VIII. Requirements to Graduate with Honors from the Honors College

- A. Students must graduate with a minimum overall GPA of 3.3, complete the course requirements outlined by one of Honors Programs within the Honors College (between 20-21 credit hours), and complete an Honors Senior Exit Survey with the Honors Dean.
- B. Students who meet these requirements will receive the distinction of “Honors from the Honors College” on their transcripts and diplomas.

IX. Recognition and Transcript Entry

- A. Upon the student’s completion of the curricular and GPA requirements for graduation with honors, the Honors Dean shall notify the registrar. Transcripts will have special designation for those graduating with Honors, and students will be recognized at commencement.
- B. A special Honors adornment will be presented to Honors students at the Honors Awards Banquet and worn by them at commencement.

Section 4—Honors Courses

I. Definition

- A. An Honors course is any undergraduate course, section, seminar, independent study, or other academic credit offering designated as such by the Honors College Committee and, if applicable, the department in which it is offered by assignment of an Honors section.
- B. The Honors College, in distinguishing itself from the rest of the institution, may serve as a laboratory within which faculty can try things they have always wanted to try but for which they could find no suitable outlet. Honors courses should not be so restrictive as to limit this experimentation.

II. Selection of Honors Courses and Sections

- A. Faculty will submit a course proposal to Dean of the Honors College, using the appropriate application(s) as found on the Honors College website.
- B. Application(s) will be reviewed and approved by the Honors College Committee.

III. Faculty Teaching Honors Sections

- A. Honors courses normally shall be taught only by persons holding a full-time faculty appointment. Upon recommendation by a department head and with approval of the Honors Dean, adjunct faculty may teach Honors sections when appropriate full-time faculty are not available and/or if an adjunct has special topical knowledge or expertise.
- B. Faculty must submit a letter of support from their department chair.

IV. Content and Grading in Honors Sections.

- A. Honors sections may well cover more sophisticated material than that covered in the regular sections of the same course, more active 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 the Honors students to compete among themselves for a limited number of "A" or "B" grades, regardless of their level of performance. Instead, their grades should be assigned on the basis of the quality of their work based on the requirements of the course syllabus. Students who meet the challenge of an Honors section should have this reflected in their grades, but there should be no hesitation to award low grades to Honors students who do not live up to the expectations that are being met by other Honors students.

V. Enrollment in Honors Courses

- A. Enrollment in all Honors courses is with the permission of the Honors College Dean. Members of the Honors College must request enrollment in Honors courses by contacting the Dean, an Honors Faculty Director, or the college's Program Management Specialist. Following the enrollment period for Honors students, non-Honors students who have a minimum 3.5 GPA may request permission from the Dean to enroll in an Honors course if there is available space in the class. Non-Honors students enrolled in Honors sections must meet the same expectations as Honors students. Any questions about the eligibility of a particular student to enroll in an Honors course should be directed to the Dean.
- B. As a rule, Honors students in their first semester in the Honors College should not enroll in either HONR 311 courses or Honors Thesis Courses. Such students must obtain the permission of the Dean to enroll in these courses.
- C. Graduate students who wish to enroll in an Honors course must have maintained a 3.5 GPA in their graduate program and obtain permission of the Dean to be eligible. Graduate students must enroll in the graduate course equivalent for the Honors course if available.

VI. Maximum Enrollment for Honors Courses

- A. The anticipated maximum enrollment for an Honors course, not cross-listed with departmental courses, is no more than eighteen (18) students, however the Dean may, with the approval of the course professor, permit additional enrollment when it is likely that the normal attrition of the drop-and-add process will bring the maximum size to eighteen (18) students early in the semester. All requests for over-enrollment of courses must be approved by the Dean.

VII. Assessment and Evaluation of Honors Courses

- A. All Honors courses will be evaluated each semester, using both the standard SU student-evaluation form as well as student-evaluations from the Honors College.
- B. Faculty members are required to complete both the Faculty Evaluation of an Honors Course and Faculty Evaluation of the Honors College forms.
- C. Students in HONR 495 will complete a Senior Exit Interview.

Section 5—Honors Privileges

I. Honors Privileges

- A. In order to take advantage of the following privileges, Honors students must be in “good standing” with the Honors College (as defined under 3-4 above).

II. Early Enrollment.

- A. For purposes of early enrollment, the Dean shall report to the Registrar, through the appropriate channels, the names and student identification numbers of the Honors students who qualify for early enrollment for the next academic semester and/or summer session.
- B. Honors College students in “good standing” will be permitted to begin early enrollment on the date specified by the Registrar.

III. Early move-in to residence halls

- A. Freshmen Honors LLC students have the privilege of early move-in to the residence halls two days prior to general move-in, provided that they take part in the LLC Honors orientation events.

IV. Bellavance Honors Center Access

- A. This Bellavance Honors Center is available to all Honors students who agree to abide by the Honors Code of Conduct. It boasts a kitchen, small computer lab, meeting space, and plenty of study space. It is occasionally used by the HSA for Honors student activities.
- B. Use of the Honors Center kitchen is available to students in the Honors College. The kitchen includes basic appliances, dishware, and cooking implements for student use.
- C. Students who violate the Honors Code of Conduct will lose immediately access to the Honors Center and be removed immediately from the Honors College.

V. Honors Conference Travel Support

- A. Each semester Honors students and faculty present their research at conferences across the country. Honors students are eligible to apply for travel funding from the Honors College to help defray the costs of attending undergraduate research conferences.
- B. Students who are accepted to an Honors conference are required to apply for funding from the Office of Undergraduate Research and/or their home School prior to being awarded Honors Conference Funds.

- C. The Honors College will provide application forms for research and conference travel on the Honors College webpage.

VI. Roth Thesis Prize

- A. Inaugurated by John and Mary-Claire Roth in honor of their daughter, Ellen, in 1999, this cash prize is awarded annually at spring Honors Awards Banquet to the author of the best Honors thesis of the previous calendar year.

VII. Whall Award for Writing Excellence

- A. Dr. Tony Whall led the newly formed Thomas E. Bellavance Honors Program for 27 years. He has since retired, but to recognize Dr. Whall's decades of service teaching first-year Honors students how to write and think critically, we award the annual Whall Honors Award for Writing Excellence to a first-year Honors student. Professors forward the best essays from each class with first-year students to the Honors College Dean for consideration.
- B. The Honors College Committee evaluates and chooses a winner from entries made by Honors instructors of first-time Honors students. This cash prize is awarded annually at spring Honors Awards Banquet. Whall Award recipients are also recognized at Honors Convocation.

VIII. Bellavance Honors Program Scholarships

- A. Bellavance Scholars: The Bellavance Honors Program annually awards scholarships to qualified Honors students. The amount awarded by these scholarships fluctuates and is made at the discretion of the Honors Scholarship Committee, comprised of the Honors College Dean, Faculty Director(s), and Admissions Liaison.
- B. Director's Fellows: The Director's Fellowships were established to recognize exceptional incoming freshman students who demonstrate outstanding academic achievement and the promise for leadership and success on the Salisbury University campus. Fellowships range from \$1,000 to \$2,000 and are renewable a total of four years. For consideration, applicants need to apply to the Thomas E. Bellavance Honors Program using the online application. Students are selected based on their academic accomplishments, as well as an additional essay. Recipients are decided by the Honors Admissions committee, comprised of the Director and Assistant Director of the Thomas E. Bellavance Honors Program and the Director of Admissions. Director's Fellows receive priority placement in one of the Honors Program's freshman LLC. Students are required to maintain a 3.3 GPA and remain active in the Honors Program, demonstrating successful progress toward graduating with full university honors. They are recognized each year at the Honors Spring Banquet and their names appear on a large plaque that is publicly displayed in the Honors Center.

IX. Extracurricular excursions.

- A. The Honors College supports travel to local and national destinations. Only students in “good standing” with the Honors College can attend these excursions.

X. Student positions

- A. Student workers in the Honors College should be in “good standing.”
- B. In order for the Honors College to endorse a student for an RA position in an LLC, the student must be in “good standing.”
- C. In order to be selected as an Honors Ambassador, the student must be in “good standing.”

Section 6—Reasons for removal from Honors College

- I. Students may be dismissed from the Honors College after a semester of probation, at the discretion of the Honor College Committee.
- II. Students who violate the Salisbury University’s Academic Misconduct policy will be dismissed immediately from the Honors College.
- III. Students who violate the student code of conduct may be dismissed from the Honors College.