

1. GENERAL

- 1.01 Honors education at Sam Houston State University is designed to be a supplement to and an enhancement of university academic experiences for undergraduates.
- 1.02 In addition to classroom experiences, the Honors Program incorporates co-curricular and social activities and opportunities which enrich students' university experiences.

2. QUALIFICATIONS FOR PARTICIPATION IN THE HONORS PROGRAM

- 2.01 Honors Program participation is based on competitive selection.
- 2.02 The Honors Council will periodically review admission criteria and make recommendations for changes to the Provost and Vice President for Academic Affairs for approval.
- 2.03 Both full-time and part-time students are eligible.

3. THE ROLE AND RESPONSIBILITIES OF THE HONORS STUDENT

- 3.01 Honors students are expected to meet the following requirements:
 - a. Honors students are subject to mandatory advisement prior to early registration. The Honors Council may recommend exempting some honors students from this requirement. These exemptions will be in effect upon approval by the Provost.
 - b. Each honors student must inform the Honors Program Office of his/her address whenever it changes (each semester or each year). To fail to do so will bar the student from early registration.
 - c. The Director of the Honors Program may require students to ensure additional contact information is up to date. Examples may include phone numbers, e-mail addresses, membership on a listserv, or other means of communication.

- d. The Honors Council may recommend additional requirements for participation in the Honors Program or its individual benefits (e.g., early registration, scholarships, honors housing, etc.). These requirements may be in effect upon approval by the Provost.

4. CONTINUED PARTICIPATION IN THE HONORS PROGRAM

- 4.01 To remain in good standing in the Honors Program, all continuing students must maintain a semester and cumulative SHSU GPA of at least 3.25. Course work completed at schools other than SHSU is NOT counted in computing a GPA.
- 4.02 To remain in good standing in the Honors Program, all continuing students must make satisfactory progress toward graduating “With Honors.”
 - a. For students who join the Honors Program as incoming freshmen, satisfactory progress is defined as:
 - (1) Having successfully completed three hours of honors credit by the end of a student’s second long semester in the Honors Program.
 - (2) Having successfully completed nine hours of honors credit by the end of a student’s fourth long semester in the Honors Program, three hours of which must have been an honors seminar.
 - (3) Having successfully completed eighteen hours of honors credit by the end of a student’s sixth long semester in the Honors Program, three hours of which must have been an honors seminar.
 - b. For students who are already attending SHSU or another post-secondary institution when they join the Honors Program, the standard for satisfactory progress will be established by prorating the standards in 4.02.a based on a student’s remaining degree requirements.
- 4.03 At the end of each long semester, the Honors Program staff will review the academic performance of each honors student. Any student who fails to meet the requirements set out in 4.01 and 4.02 is subject to probation or dismissal from the Honors Program.

- a. Any honors student who falls below a 2.25 cumulative GPA will be moved immediately from association with the Honors Program, regardless of his/her previous probationary status.
- b. If a student who was in good standing during the semester under review fails to meet one or more of the requirements in 4.01 and 4.02, he/she will be placed on probation. While on probation, the student retains the right to participate in all honors events. The Honors Council may recommend the exclusion of probationary students from honors programs (i.e., scholarships, research funding, travel funding, etc.). These exclusions will be in effect upon approval by the Provost.
- c. If a student who was on probation during the semester under review fails to meet one or more of the requirements in 4.01 and 4.02, he/she is subject to removal from the Honors Program at the discretion of the Director of the Honors Program. In making this decision, the overriding consideration will be a determination of whether or not the student is making substantive progress toward remediation of the factors that were responsible for the probationary status.

5. HONORS COURSES

- 5.01 Honors courses are designed to provide as broad an educational experience as possible, to be as interactive as possible, and to use a greater range of resources and presentations for students. All honors sections will satisfy the criteria for writing-enhanced classes.
- 5.02 Honors courses, with approval from the department/school chair or Director of the Honors Program, are open to enrollment by any member of the student body. All students who complete honors courses will have an "H" affixed to their transcript immediately after the course number.
- 5.03 When determining probation and graduation status, only courses completed with a grade of "B" or better may be counted toward the required hours.
- 5.04 In addition to taking honors courses, honors students are allowed to contract for classes for honors' credit. Honors contracting consists of the following:

- a. In order to earn “contract” credit, honors students would typically deal with the class in a different and perhaps more involved way, e.g., they would read extra assignments, participate in a more involved lab regimen, teach one or more class periods, assume some tutorial responsibility, be a research assistant in a course-related project, engage in some unique writing project, etc. The possibilities are virtually unlimited. It is expected, however, that there will be considerable interaction between the professor and student and that any additional expectations for the course will be negotiated by the student and the professor.
- b. As a result of having completed the required honors work, the student’s transcript will carry an “H” after the course number, to distinguish the fact that the class was taken for honors credit.
- c. The contract document (obtained in the Honors Office) formalizes the agreement between the instructor and the student and will be kept on file by the Honors Office. It will be signed by the student, the professor, and the department/school/program chair and must be submitted to the Honors Program Office no later than the Q-drop deadline. The Director of Honors must sign all contracts. Prior to approval, the Director of Honors may require revisions or clarification for contracts submitted prior to the Q-drop deadline, even if this process extends beyond the Q-drop deadline.
- d. Honors credit through “contracting” is earned only if the student meets the professor’s criteria for such credit, and only if the course grade received is either an “A” or “B.”
- e. Only one 200-level class may be taken on a contract basis during a typical honors student’s academic progress at the University.
- f. Freshman courses are, in most instances, not approved for contracting.

6. EARLY REGISTRATION

- 6.01 Honors students will be granted early registration privileges, generally to consist of a registration period before the rest of the student body is able to register.

- 6.02 In addition to honors advising (see 3.01.a), the Honors Council may recommend additional requirements that must be met before a student can participate in honors early registration. The requirements will be in effect upon approval by the Provost.

7. GOVERNANCE

The Honors Program is governed by the Honors Council, which recommends Honors Program policy, plans activities, secures support, and makes judgments on individual matters as necessity dictates.

8. GRADUATION REQUIREMENTS, PRIVILEGES, AND HONORS

- 8.01 To graduate “With Honors” at Sam Houston State University, an honors student must:
- a. Have at least a 3.25 cumulative SHSU GPA.
 - b. Have successfully completed at least 24 hours in specific honors classes, including completion of at least two interdisciplinary honors seminars.
- 8.02 To graduate “With Highest Honors,” an honors student must have completed a six-hour honors project in addition to the requirements set out in 8.01 (i.e., 30 hours of honors credit, including two seminars and a six-hour thesis, with a cumulative SHSU GPA of at least 3.25).
- 8.03 The following special recognition will be extended to honors students who have met the minimum requirements as established by the program:
- a. It will be announced at commencement ceremonies that an honors student graduated “With Honors” or “With Highest Honors.”
 - b. An honors student will have the right to wear a special medallion over his/her academic regalia. The medallion will be provided by the Honors Program.
 - c. An honors student’s SHSU transcript will carry the notation that he/she graduated “With Honors” or “With Highest Honors.”

APPROVED: /signed/
James F. Gaertner, President

DATED: 04/25/06

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: November 5, 1993
Reviewer(s): Academic Policy Council

Review Cycle: November, ONY*
Review Date: November 1, 2007

Approved: /signed/
David E. Payne
Provost and Vice President
for Academic Affairs

Date: 04/25/06

ONY*=Odd Numbered Year