

In time to come when our ideals shall become reality...

Honors Student Handbook

INTRODUCTION

This handbook is intended to serve as an introduction to the Honors Program at Angelo State University. The primary purpose of the handbook is to help indoctrinate new Honors Program students concerning policies and procedures within the Honors Program.

CONTACT INFORMATION

Dr. Nick Flynn is the current Honors Program director. He is your first point of contact for the Honors Program. Dr. Flynn's Honors Program office may be found in A304 of the third floor of the Porter Henderson Library. The Honors Lounge is located on the third floor of the Porter Henderson Library as well (A303); you will need to use an activated student ID card to access the Honors Lounge. Below are the Honors Program contact numbers.

Honors Program contact information

325-942-2722 (Phone)

325-942-2716 (Fax)

Nick.Flynn@angelo.edu

<http://www.angelo.edu/dept/honors/index.htm>

We also have an Honors Council composed of other Angelo State University faculty and/or staff members. The membership of the Honors Council will be updated each year on the webpage.

Honors Council (Fall 2006/Spring 2007)

Dr. Carolyn Mason, *Physical Therapy, Professor*

Dr. Maurice Fortin, *Library Director*

Dr. Mark Hama, *English, Assistant Professor*

Dr. Susan Keith, *Kinesiology, Associate Professor*

Dr. Ann Bullion Mears, *Education, Assistant Professor*

Dr. Ed Olson, *Government, Department Head/Professor*

Dr. Steve Reames, *Management and Marketing, Associate Professor*

Dr. Sharynn Tomlin, *Management and Marketing, Associate Professor of
Management/International Education*

Dr. Roger Zarnowski, *Professor, Mathematics*

OUR PHILOSOPHY

There are several models of Honors Programs that exist. This should not be surprising since there are many different types of universities in America. Each program is designed to meet the individual needs of the students and the resources that are available. Our goal at Angelo State University is to produce a program that attracts high-quality students with an interest in becoming well-educated and well-rounded people willing to make their respective communities and nation a better place to live, work and learn. To achieve this goal, we have compiled a collection of courses and experiences that are designed to enrich the education of our students.

It is our hope that Honors Program students will embrace the opportunities that we provide them with vigor, curiosity and courage. Honors students should be willing to take a look at the world that surrounds them and challenge themselves to learn more about that world. Honors students should also be willing to develop their analytical and critical thinking skills; these are the skills that will carry them far in life.

BENEFITS OF BEING AN HONORS STUDENT

There are several benefits associated with being an Honors Program student. It does need to be stressed that we want our students to enter, and remain, in the Honors Program due to their interest in broadening their horizons. Below are some of the benefits provided to honors students:

- Small class sizes and access to some of the best faculty members on campus
- Access to the Honors Lounge located in the Porter Henderson Library
- Honors students whose research is accepted for presentation at a meeting will be provided access to travel funds
- Special access to distinguished speakers who participate in the various lectureships that ASU sponsors
- Designated residence space in the residence halls
- Guidance in applying for national scholarship opportunities such as Goldwater or Truman scholarships
- Participation in Honors Program sponsored activities and events
- Early registration privileges
- Direct interaction with some of the best students on campus

BEING AN HONORS STUDENT

a). Expectations of an Honors Program student

If you carefully read our philosophy statement above, you will see that we basically want our students to be well-rounded academic and personal explorers. Our expectations are not excessive, but they are intended to provide you with the opportunity to excel at Angelo State University. Our basic expectations are provided below:

- Meet the graduation and course requirements of the Honors Program
- Maintain proper conduct and behavior which is expected of an Honors Program student
- Become an integral part of the program as opposed to being a member “in name only”
- Take responsibility for your actions as well as your individual success inside and outside of the classroom
- Address any personal problems immediately to avoid them having a larger impact on your life

Below are some specific requirements of Honors Program students. These requirements are in addition to the requirements of every ASU student, which are outlined in the Student Handbook.

b). Personal conduct

Angelo State University is making a very important investment in you as a student. This investment includes special privileges and opportunities that are sometimes only available to students in the Honors Program. These perks come with some additional responsibility. We obviously want you to be inquisitive in your academic pursuits, but we also want you to exhibit a strong-willed pursuit of academic excellence and good behavior. Honors students should bring to this program a sense of personal responsibility and good judgment. Behavior that brings you or the Honors Program into a bad light may require us to remove you as a member of the program.

If we receive notification that an honors student has violated any university or program policies, an appointment will be scheduled with Dr. Flynn to discuss the matter. Any behavior that negatively impacts Angelo State University or the Honors Program could lead to a restriction of Honors Program privileges or removal from the Honors Program. After this meeting, a decision will be made as to the status of the Honors Program student. A student will have the opportunity to discuss this with Dr. Flynn before the decision is finalized. Students that are restricted or removed from the Honors Program will receive notification in writing. A further discussion of student disciplinary removal procedures may be found in a separate section of this handbook.

Our expectations regarding personal conduct are important to your success and that of the program as a whole. Most honors students become successful, productive members of society. Their success is in large part due to their derived ability to think independently and arrive at their own conclusions and decisions. Honors students should also be cognizant of the personal consequences of their actions.

c). Academic requirements

In order to remain in the Honors Program, students that are on the Option One curriculum track must take at least one Honors Program course each long-term semester (Fall and Spring). Students that are on the Option Two curriculum track are not required to take an Honors Program course each semester. Students must also maintain a cumulative GPA of 3.25. If the cumulative GPA of an Honors Program student falls below 3.25, they will be required to participate in the Honors Probation Program. Students on probation will still receive all of the rights and privileges provided to an Honors Program student. First semester freshman Honors Program students have two long semesters to bring their cumulative GPA above 3.25. All other students are provided with one semester to bring their cumulative GPA above 3.25. If, after the aforementioned period, the cumulative GPA of a student remains below a 3.25, then they are removed from the program.

Students who fail to meet the course or GPA requirements stated above have the right to petition Dr. Flynn to remain in the program. One of two things will happen at this time: additional conditions for remaining in the program will be placed on the honors student at this time, or they will be removed from the program.

d). Contract of understanding

Before an Honors Program student can be cleared to use the Honors Lounge and receive other benefits associated with the program, they must sign a contract stating that they have read the Honors Student Handbook and they agree to abide by the requirements stated in the Handbook.

e). Honors course attendance

An excessive amount of absences in an Honors Program course is unacceptable behavior for an honors student; honors students are expected to attend their honors courses on a consistent basis. If an honors student misses more than one equivalent week of lecture due to unexcused absences; (3 days for MWF or 2 for TR courses), they will first be required to meet with Dr. Flynn to discuss their attendance. The second absence following this meeting will result in removal from the program.

f). Degree planning

Honors students will be required to fill out a degree planning form before the end of their first full semester in the Honors Program. Students are required to finish their freshman and sophomore courses in the Honors Program by the end of their third year at Angelo State University. Additionally, students must take Honors Program courses in the semester indicated on the degree planning form unless they have received written permission from the Honors Program director.

REMOVAL FROM THE HONORS PROGRAM

Students may be removed from the Honors Program if they fail to meet the personal or academic obligations of Honors Program students stated in this handbook. Examples of reasons for removal are provided below:

- Performing any illegal act that results in legal punishment
- Dropping an honors course without going through the drop procedure
- Excessive absences
- Any action deemed harmful to the reputation of the Honors Program or Angelo State University

Dr. Flynn will notify students that face removal from the Honors Program. Any student facing removal from the Honors Program will be allowed to discuss this with Dr. Flynn. A decision will be made following the meeting with Dr. Flynn. Following notification of removal, the student has 4 weeks to request an appeal from the Honors Council. The appeal process will involve a meeting between the student and the Honors Council. Dr. Flynn will be present at the meeting, but, as stated below, will not be involved in the appeal decision regarding removal.

HONORS CURRICULUM**a). Option One track curriculum**

A listing of the formal courses to be offered in the program is below. These requirements will result in a total of 30 credit hours taken by each Honors student. Most of the courses required in the program will be Honors Program sections of regularly offered courses. Typically during the last two years, students will receive Honors Program credit for two courses within their major discipline. These courses can be standard sections, with the honors student being required to complete additional assignments not given to regular students. Alternatively, these major discipline courses may be special courses, such as individual research. Please make sure that you review the pre-existing credit policy.

Course requirements (30 hours):

- HONR 1202 (2 hours) Introduction to Honors study
- HIST 1301 (3 hours)
- HONR 1302 (3 hours)
 - Satisfies the ENG 1302 core curriculum requirement
- GOVT 2301 (3 hours)
- HONR 2301 (Great Books I)
 - Satisfies sophomore literature or humanities core curriculum requirement
- HONR 2302 (Great Books II)
 - Satisfies visual and performing arts core curriculum requirement
- Lab science course (4 hours)
 - Students will take designated sections of one of these courses for Honors Program credit:
 - CHEM 1411
 - CHEM 1412 -OR-
 - BIO 1480
- HONR 3281 (2 hours) Introduction to Honors research
- HONR 4181 (1 hour) Honors seminar
 - This class will generally only be open to Honors students during their senior year
- Departmental/major discipline courses (6 hours)

In future years of the program, class substitutions will be possible for transfer students or existing students who enter the program after their freshman year. These substitutions will be made on an individual basis, and will take into account whether the student meets existing requirements for students entering the program.

b). Honors Program (Option Two Track)

The Option Two track is intended to allow qualified students to still participate in the Honors Program while avoiding the penalty of having to repeat several courses that they have regular credit for. As a result of participating in the Option Two track, students will receive 50% less scholarship money from the Honors Program and a reduction in registration privileges as compared to Option One Honors Program students. Students in the Option Two track will receive a different designation on their transcript as well.

Eligibility for the Option Two track

Entering freshman that already have nine or more hours of pre-existing credit in required honors courses and can only satisfy those requirements through repeating those courses are eligible. For Option Two track students, credit for these courses must be received prior to the summer in which a student is accepted into the Honors Program (e.g. prior to Summer 2006 for Fall 2006 entry). The pre-existing credit policy for the Honors Program is provided below and may also be found at the Honors Program website.

Course requirements (15 hours):

- HONR 1202 (1 hour) Introduction to Honors study
- HONR 3281 (2 hours) Introduction to Honors research
- HONR 4181 (1 hour) Honors seminar
 - This class will generally only be open to Honors students during their senior year
- Departmental/major discipline courses (3 hours)

- The remaining 7 hours must be comprised of courses taken outside of your college. These hours may include the following courses: HONR 2301, HONR 2302, HIST 1301, GOVT 2301, HONR 1302 or Honors sections of an Honors Lab Science Course (CHEM 1411, CHEM 1412, or BIO 1480). It is also possible to fulfill these specific hours by taking a course by contract; this requires approval of the instructor and the Honors Program director.

c). Pre-existing credit policy

Credit for any of these courses must be received prior to being accepted into the Honors Program. Option Two track students must receive credit prior to the summer in which they were accepted into the Honors Program (e.g. prior to Summer 2006 for Fall 2006 entry).

HONR 1202, HONR 3281, HONR 4181

All students must take these courses as students in the Angelo State University Honors Program.

HONR 1302

Students that have pre-existing credit for ENG 1302 will take HONR 1302 as an elective. Students that do not have pre-existing credit for ENG 1302 will take HONR 1302 to satisfy the ENG 1302 core curriculum requirement.

HONR 2301, Great Books One (3 hours)

Honors Directors view this course and HONR 2302 as a central element of Honors Program study. Students in the Honors Program are therefore required to take HONR 2301 even if they have credit for a sophomore literature course (which HONR 2301 would satisfy the requirement for). Additionally, most students in the College of Liberal and Fine Arts may still take HONR 2301 to satisfy the humanities requirement in their major.

HONR 2302, Great Books Two (3 hours)

Students who have credit for a performing arts course will be required to take HONR 2302 since a suitable course substitution for an Honors performing arts course is not available.

GOVT 2301/HIST 1301

Students who have credit in either of these courses will still be required to take an Honors Program course in these disciplines, most likely by contract. Credit for these courses must be received prior to the summer of the year in which they matriculate into Angelo State University.

HONORS LAB SCIENCE COURSE

Students must take a 4-hour lab science course for Honors credit. The three possible courses are provided below. It is not anticipated that incoming freshman students would have the 8 hours of pre-existing credit needed to satisfy the core curriculum requirement for any undergraduate degree received in Texas.

Students will take designated sections of one of these courses for Honors Program credit:

CHEM 1411

CHEM 1412 -OR-

BIO 1480

RESIDENCY REQUIREMENT FOR TRANSFER STUDENTS

In order for transfer students to receive an Honors designation on their transcript, they must satisfy the entry requirements for Honors Program transfer students and complete at least 15 hours of Honors credit at Angelo State University.

d). Drop policy

Honors students will only be able to drop an honors course under the most extraordinary or extenuating circumstances and only when the drop is approved by the Honors Council. Honors students are free to drop non-honors courses as regular students are. Below is the outline of the drop procedure for honors courses:

1. Fill out an honors course drop form that includes a 250 word essay stating why the student needs to drop the course;
2. An updated degree plan form must be filled out that details how the student will address the dropped course and still be able to finish the Honors Program;
3. The Honors Director and Honors Council will review the drop form and degree plan. Students will be notified of acceptance or denial of the drop form and degree plan.

e). Retaking Honors courses

An Honors Program course may be taken in a subsequent semester, but this must be the same section; it cannot be a regular section of the Honors Program course. The option to take an Honors Program course as a regular course is not available for students who wish to remain in the program. Students who leave the Honors Program for this reason are normally not allowed back into the program. Students may petition the Honors Director to be let back into the program.

f). Transfer credit

Students who have existing credit for a regular course in the program will still have to take a course in that discipline as outlined in the pre-existing credit policy above. For example, if a student has credit for GOVT 2301, they will have to take another Government course as an honors course. Students are not eligible for course substitutions for any regular section of a required honors course that they take following their acceptance into the Honors Program. This includes summer classes taken immediately prior to their first fall semester at ASU.

g). Courses by contract

It is likely that a student in the Honors Program will have to take a course by honors contract to satisfy one or more of the curriculum requirements in the Honors Program. Additional information about taking a course by honors contract may be found in the documents section of the Honors Program website. A student who wishes to take a course by honors contract must initially contact the faculty member for permission to do this. This should be done by the end of the preceding semester. The student should provide a copy of the honors contract document to the faculty member or direct them to the program website to retrieve a copy of this document.

GRADUATING WITH HONORS

In order to graduate with an honors designation on their transcript, Honors Program students must graduate with a cumulative GPA of 3.25 and they must satisfy the Honors Program curriculum that was in place the first semester that they entered ASU as an undergraduate student. Exceptions to that curriculum are very rare, but may be provided by Dr. Flynn at his discretion.

HONORS STUDENT CONTACT INFORMATION/EMAIL POLICY

Honors students must maintain their current contact information both with the Honors Program and with the current student records system. This information should include **current address, current phone number, emergency phone number, permanent address, permanent phone number and your email address**. This information is used to keep honors students up to date concerning the Honors Program and current activities. Students who fail to maintain current contact information will be responsible for any notification or program information that was sent to them using their existing contact information.

Honors Program students must keep the Honors Program informed of any changes to their email account including username or change of email address. Additionally, Honors Program students must check their email on a regular basis and will be held responsible for any email messages that they miss as a result of failing to regularly check their email.

HONORS ADVISING

It is the responsibility of Honors Program students to make sure that they do not take regular sections of courses required in the Honors Program. No exceptions will be provided for students who took a regular section of an honors course while they were in the Honors Program. Each honors student must make an appointment with Dr. Flynn to discuss which Honors Program courses they need to register for each semester. Students are still required to contact their regular departmental advisor to determine what courses they must take to satisfy their major and/or minor requirements. When an Honors Program student meets with their regular advisor, they should make their advisor aware of the specific course requirements in the Honors Program. Keep in mind that your departmental advisor is only responsible for making sure that you take the courses necessary to graduate with your respective degree; they are not responsible for making sure that you satisfy Honors Program requirements.

HONORS LOUNGE POLICIES

Honors Program lounge policies and hours will be set every semester according to student needs and program resources. The current lounge policy may be found in the documents section of the Honors Program website. Honors students are allowed to use the lounge during these hours.

They may bring one guest with them that is not an honors student; this student must sign in, and the honors student will be responsible for the actions of that student. Food and drinks may only be consumed in designated areas within the Honors Program lounge. Any honors student failing to meet posted Lounge policies may have their Lounge privileges restricted.

ORGANIZATION

Dr. Flynn reports directly to the Provost/Vice President of Academic and Student Affairs. Dr. Flynn administers the Honors Program and he is responsible for assuring that the program maintains its standard of excellence. The Honors Council, comprised of ASU faculty and/or staff, advises Dr. Flynn on current and future policies concerning the Honors Program.

Any decision involving a member of the Honors Council and a student that they are teaching will not include the Honors Council member in the decision making process. The Honors Director will make any tie-breaking decisions. In the event that the Director is the Council member in question, a temporary chair will convene the meeting and make any tiebreaker decisions.

FINAL COMMENTS

This Handbook is intended to provide honors students, faculty and ASU administrators with a clear direction regarding the Honors Program. Honors students are strongly encouraged to contact Dr. Flynn if they have any questions about the program, or if they have any ideas about how to make the Honors Program better. The usefulness of any organization is only as good as the dedication and support of its existing members.

Contract of Understanding

Contract of understanding

Before an honors student can be cleared to use the Honors Lounge and receive other benefits associated with the program, they must sign a contract stating that they have read the Honors Student Handbook and they agree to abide by the requirements stated in the Handbook.

By signing this contract, I am stating that I have read the most current Honors Student Handbook, and I agree to abide by the requirements stated in that Handbook.

Honor Student Handbook Version

Name, Printed

Name, Signed

Honors Director Signature

Date