

Towson University Honors College Policies and Procedures



Stephens Hall, Suite 302

Office #410-704-4677

www.towson.edu/honors

**TOWSON UNIVERSITY HONORS COLLEGE
POLICIES AND PROCEDURES**

Contents

SECTION 1 THE HONORS COLLEGE..... 1

- 1.1 MISSION STATEMENT 1
- 1.2 VISION STATEMENT 1
- 1.3 GOALS..... 1
- 1.4 THE HONORS COLLEGE COMMUNITY..... 2

SECTION 2 HONORS COMMITTEES 2

- 2.1 HONORS COLLEGE ADVISORY COUNCIL..... 2
- 2.2 HONORS COLLEGE CURRICULUM COMMITTEE 3

SECTION 3 ADMISSION, CONTINUED ELIGIBILITY, AND GRADUATION 4

- 3.1 ADMISSION..... 4
 - 3.1.1 ADMISSION PROCESS FOR FIRST-YEAR STUDENTS 4
 - 3.1.2 ADMISSION PROCESS FOR EXTERNAL TRANSFER STUDENTS 5
 - 3.1.3 ADMISSION PROCESS FOR INTERNAL TRANSFER STUDENTS (CURRENT TU STUDENTS) 5
 - 3.1.4 APPEALS..... 5
- 3.2 ELIGIBILITY FOR CONTINUED ENROLLMENT IN THE HONORS COLLEGE..... 5
 - 3.2.1 GRADE POINT AVERAGES REQUIRED 6
 - 3.2.2 HONORS UNIT REQUIREMENT 6
 - 3.2.3 REVIEW OF RECORDS AND NOTIFICATION OF INELIGIBLE STUDENTS 6
 - 3.2.4 APPEALS..... 7
 - 3.2.5 REGAINING HONORS COLLEGE ELIGIBILITY 7
 - 3.2.6 VIOLATION OF TOWSON UNIVERSITY’S ACADEMIC INTEGRITY POLICY 7
- 3.3 HONORS COLLEGE GRADUATION 7
 - 3.3.1 CURRICULUM REQUIREMENTS 7
 - 3.3.2 GRADE POINT AVERAGE 8
 - 3.3.3 TRANSFER HONORS CREDIT 8
 - 3.3.4 APPLYING FOR GRADUATION FROM THE HONORS COLLEGE 8

SECTION 4 HONORS COLLEGE SCHOLARSHIPS AND GRANTS.....	10
4.1 HONORS COLLEGE ADMISSION SCHOLARSHIPS	10
4.2 HONORS COLLEGE STUDY ABROAD SCHOLARSHIPS	10
SECTION 5 HONORS COURSES	10
5.1 DEFINITION AND COURSE CRITERIA	10
5.1.1 HONORS VERSIONS OF COURSES.....	11
5.1.2 HONORS SEMINARS	11
5.1.3 HONORS ELECTIVES	12
5.2 HONORS COLLEGE LEARNING OBJECTIVES.....	12
5.3 GRADING IN HONORS COURSES	13
5.4 ENROLLMENT IN HONORS COURSES	13
5.4.1 ENROLLMENT PROCEDURES.....	13
5.4.2 MAXIMUM ENROLLMENT	13
5.4.3 REPEATING AN HONORS COURSE	14
5.5 EVALUATION OF HONORS COURSES	14
SECTION 6 HONORS INDEPENDENT PROJECTS.....	14
6.1 DEPARTMENT THESES	14
6.2 HONORS THESIS	15
6.3 HONORS INTERNSHIP	15
6.4 HONORS INDEPENDENT STUDY/DIRECTED READINGS/INDEPENDENT INVESTIGATIONS	15
6.5 HONORS STUDY ABROAD	16
SECTION 7 HONORS COLLEGE FACULTY	16
7.1 FACULTY TEACHING HONORS COLLEGE COURSES.....	17
7.2 PROPOSING AN HONORS COURSE	17
7.2.1 HONORS SEMINARS	17
7.2.2 HONORS VERSIONS OF COURSES.....	18
7.2.3 HONORS COURSE APPROVAL PROCEDURES	18
7.3 TEACHING AN HONORS COLLEGE COURSE.....	19
7.3.1 HONORS COLLEGE SYLLABI	19
7.3.2 HONORS COLLEGE WORKSHOPS	19
7.3.3 HONORS COURSE EVALUATIONS	19
7.3.4 FUNDING FOR HONORS COURSE ACTIVITIES.....	20

7.3.5	HONORS COLLEGE STUDENT EVENTS	20
7.4	TEACHING AN HONORS ELECTIVE COURSE	20
SECTION 8 HONORS ACADEMIC ADVISING		20
8.1	HONORS FIRST YEAR EXPERIENCE ADVISORS	20
8.2	HONORS ADVISING BEYOND THE FIRST YEAR	20
SECTION 9 HONORS STUDENT STATUS REPORTS		21
SECTION 10 PRIVILEGES EARNED BY ACTIVE PARTICIPANTS IN THE HONORS COLLEGE		21
10.1	DEFINITION OF AN ACTIVE PARTICIPANT IN THE HONORS COLLEGE	21
10.2	PRIORITY ENROLLMENT	21
10.3	HONORS COLLEGE SPACE	22
10.4	HONORS COLLEGE HOUSING	22
10.5	HONORS COLLEGE ACTIVITIES	22
10.6	HONORS CONFERENCES	22
10.7	HONORS COLLEGE STUDENT WORKERS	23

This handbook was approved by the Honors College Advisory Council on November 17, 2009. Honors College students and faculty will be notified in writing of any changes. This handbook was last updated on June 28, 2011.

SECTION 1 THE HONORS COLLEGE

The Honors College at Towson University is designed for students who have demonstrated superior academic performance in high school and who wish to pursue unique academic and social opportunities while attending the university. Students may major in any field at Towson University and be part of the Honors College. At Towson, the Honors College is a true community of scholars. Honors students are encouraged to seek intellectual excellence and leadership through opportunities that go beyond the routine college experience.

1.1 MISSION STATEMENT

Our mission is to create highly challenging academic and personal development opportunities that attract the brightest Towson University applicants and students and assure they meet their full potential.

1.2 VISION STATEMENT

Our vision is that organizations of all kinds aggressively seek Towson University honors graduates because of the recognized value they bring to society.

1.3 GOALS

Creative and Critical Thinking skills: Students will develop convergent and divergent thinking, analytical, problem solving, and communication skills.

Breadth and Depth of knowledge: Students will understand and connect key issues in the arts, humanities, sciences, education, business, and health and gain extensive knowledge in at least one discipline.

Integrated perspective: Students will integrate different viewpoints; engage in ethical and moral reflection; value diversity; and gain a global outlook.

Civic Involvement: Students will be actively engaged in campus life and with outside community partners.

Lifelong learning: Students will view education as a lifelong process that involves continual personal and professional growth.

1.4 THE HONORS COLLEGE COMMUNITY

The Honors College at Towson University is a community of scholars dedicated to academic success, personal and professional development, and civic responsibility. All members of the Honors College, including students, faculty, and staff, are encouraged to abide by the core principles of the Honors College community.

- We respect and uphold Towson University's Code of Conduct and Student Academic Integrity Policy. When we witness an infraction of these policies, we report the incident by following proper procedures.
- We support the Tiger Pledge.
- We value diversity in all its forms, and we challenge ourselves by seeking new perspectives. It is our mission to create a comfortable atmosphere for the free exchange of ideas.
- We recognize that we are representatives of the Honors College and Towson University at all times. Accordingly, we demonstrate and promote the principles of civility, integrity, and responsibility that are central to the Honors College community.
- We are active members of our local, regional, and global community. We are committed to the ideals of environmental sustainability, social justice, community activism, and volunteerism.
- We see ourselves as leaders in our professional and personal lives. We seek and create opportunities for academic excellence, professional experience, and personal growth.

SECTION 2 HONORS COMMITTEES

Honors College Committees advise the Dean about the procedures and curriculum of the Honors College. The committees are designed to be representative of the entire university. Faculty and students are invited to serve on Honors College Committees on a yearly basis.

2.1 HONORS COLLEGE ADVISORY COUNCIL

The Honors College Advisory Council (HCAC) is the policy and advisory body of the Honors College. The HCAC is composed of the Dean (*ex officio* chair of the HCAC), Assistant Dean, and Director of Academic Operations of the Honors College, one faculty member from each of the degree-granting colleges, honors student representatives, and one representative each from Admissions, International Programs, Library, Residence Life, and New Student Programs. Members serve a specific term, and they may be reappointed. Members may be removed from the HCAC if they miss three consecutive meetings.

The Dean, Assistant Dean, and Director of Academic Operations of the Honors College will serve on the HCAC continuously. Faculty members who are tenure-track and have demonstrated interest in the Honors College are appointed by the Dean of the Honors College upon the recommendation by the Deans of the undergraduate colleges. Terms will expire at the beginning of the fall semester of the years indicated below and every three years thereafter: College of Education, 2006; Fisher College of Science and Mathematics, 2006; Library, 2006; College of

Health Professions, 2007; College of Liberal Arts, 2007; College of Fine Arts, 2008; and College of Business and Economics, 2008. Staff members are appointed by the Dean of the Honors College upon the recommendation of their respective offices. Terms will expire at the beginning of the fall semester of the years indicated below and every three years thereafter: Admissions, 2006; International Programs, 2007; Student Affairs, 2007; and Residence Life, 2008. Honors College Ambassadors will serve as the student representatives for the HCAC for the duration of their appointments as Honors College Ambassadors.

The HCAC is chaired by the Dean of the Honors College, and its duties include: (1) reviewing the current activities of the college (recruitment, retention, enrollment, etc.); (2) advising the Provost on issues of policy and guidelines; (3) evaluating Honors College applications in January and February; (4) representing the interests and concerns of faculty and staff in the members' respective areas concerning the Honors College; (5) representing the Honors College to the faculty and staff of the members' respective areas and serve as contact points for faculty and staff; (6) serving as a board of student appeal of Honors College decisions; and (7) encouraging and supporting faculty members seeking external funding through grants and contracts related to Honors College development.

2.2 HONORS COLLEGE CURRICULUM COMMITTEE

The Honors College Curriculum Committee (HCCC) is composed of two faculty representatives from each degree-granting college, plus the Dean (*ex officio* chair of the HCCC) and Assistant Dean of the Honors College and student representatives. Members serve a three-year term, and they may be reappointed. Members may be removed from the HCCC if they miss three consecutive meetings.

The Dean and Assistant Dean of the Honors College will serve on the HCCC continuously. Faculty members who have taught in the Honors College are appointed by the Dean of the Honors College upon the recommendation by the Deans of the undergraduate colleges. Terms will be staggered so that no two representatives from the same college will be replaced at the same time. One student representative from the freshman or sophomore class and one student representative from the junior or senior class will serve two-year terms on the HCCC. The Honors College will request applications from all active participants in the Honors College when a new student representative is needed.

The HCCC is chaired by the Dean of the Honors College, and its duties include: (1) advising the Dean on curricular issues and course development; (2) establishing guidelines for honors courses; (3) approving all new courses and changes in existing courses; (4) coordinating efforts involved in developing department or college honors programs; (5) studying the overall curriculum of the Honors College; and (6) evaluating applicants for Student and Faculty Mini-Grants.

SECTION 3 ADMISSION, CONTINUED ELIGIBILITY, AND GRADUATION

3.1 ADMISSION

The Honors College accepts applications from first-year, external transfer, and internal transfer students each year for fall admission only. All prospective students must apply to the Honors College for admission.

The Honors College follows Towson University's procedures for recognizing students as first-year or transfer students.

When offered admission to the Honors College, all students are required to sign and submit an Honors College Admission Agreement to accept formally their offer of admission. All Honors College Admission Agreements must be postmarked by the deadline stated in their admission letter. Students who do not submit their Honors College Admission Agreement by the deadline may not join the Honors College at that time; they must reapply for admission into the Honors College for the next available term.

3.1.1 ADMISSION PROCESS FOR FIRST-YEAR STUDENTS

New first-year students applying to the Honors College must meet a postmark deadline of December 1 (or alternate published deadline if December 1 falls on a weekend). First-year applicants must submit a completed application form, a resume, and an essay in order for their application to be considered complete. The Honors College will e-mail applicants a confirmation that their complete application was received. Incomplete applications will not be evaluated for admission.

The Honors College evaluates transcripts gathered electronically from the Office of Undergraduate Admissions. First-year applicants who have an SAT score of 1800 or higher *and* a weighted cumulative GPA of 3.8 or higher are automatically admitted to the Honors College. First-year applicants who have an SAT score lower than 1500 *and* a weighted GPA lower than 3.3 are automatically declined admission to the Honors College. The Honors College staff calculates SAT equivalents for those students who take the ACT. In all cases, the students' highest SAT or ACT scores from each section are considered.

First-year applicants who do not meet the automatic admission or the automatic decline criteria may still be considered for admission into the Honors College. These applications are reviewed by the HCAC. Each application is reviewed by two members of the HCAC, who give the application a score based on the performance of the student in high school, the quality of the essay, the leadership and community service activities of the student, and the overall impression of the application. Application scores are averaged, and a third reviewer is included if an application receives significantly different scores from its reviewers. A minimum score for admission is set based on the number of positions available for admission.

First-year applicants are notified of their admission decision by mid-February. First-year applicants may be placed on a wait list when necessary. Wait list students are notified with a final admission decision by mid-March.

3.1.2 ADMISSION PROCESS FOR EXTERNAL TRANSFER STUDENTS

External transfer students applying to the Honors College must meet a postmark deadline of December 1 (or alternate published deadline if December 1 falls on a weekend). Students who transfer less than 30 units to Towson University are defined as first-year applicants, and their applications are evaluated in the same manner as other first-year applicants.

External transfer students with 30 units or more of graded, college level courses must have at least a 3.5 cumulative GPA and will be evaluated on the basis of their collegiate record instead of their high school grades and SATs. Applicants from other honors programs will be given special consideration for admission. Applicants from a community college honors program that has a current Memorandum of Understanding (MOU) on file with the Towson University Honors College will be guaranteed admission only if they meet the conditions established in the MOU. External transfer applicants who are transferring more than 60 units to Towson University are only admitted when it is clear that they will not graduate within the next two years after admission.

External transfer applicants are notified of their admission decision by mid-February.

3.1.3 ADMISSION PROCESS FOR INTERNAL TRANSFER STUDENTS (CURRENT TU STUDENTS)

Internal transfer students (current Towson University students) may apply to the Honors College if they have been enrolled at Towson University for at least one term and have a cumulative GPA of 3.5 or higher. The application deadline for internal transfer students is December 1. Internal transfer applicants who have completed more than 60 units are only admitted when it is clear that they will not graduate within the next two years after admission.

Internal transfer applicants are notified of their admission decision by mid-February.

3.1.4 APPEALS

Students may appeal their admission decision by contacting the Honors College in writing within 14 days of the date of their letter. The HCAC will evaluate all appeals. Admission decisions may change only in extreme circumstances.

3.2 ELIGIBILITY FOR CONTINUED ENROLLMENT IN THE HONORS COLLEGE

To be eligible for continued enrollment in the Honors College, students must maintain the required cumulative grade point average (CGPA) and complete the required minimum number of honors units per year. Students who become ineligible to participate in the Honors College lose all Honors College privileges, including the Honors College scholarship.

3.2.1 GRADE POINT AVERAGES REQUIRED

To remain in “good standing” in the Honors College students must maintain a minimum CGPA of 3.3 every term. Students may be placed on probation after their first term below the required CGPA. If the student’s CGPA does not meet the minimum requirement by the end of one full semester of probation (fall or spring), the student may be granted a second full semester of probation (fall or spring). Students will become academically ineligible to participate in the Honors College if their CGPA remains below 3.3 after two full terms of probation. Students will not be granted more than two full terms of probation.

Students who are placed on Academic Suspension by Towson University will become immediately ineligible to participate in the Honors College.

Honors College probation is a warning only. Students do not lose any of their privileges while on Honors College probation, and the probationary period is not part of the student’s permanent record.

Students must maintain a 3.0 average for all Honors College courses taken to fulfill Honors College requirements.

The Honors College does not round GPAs.

3.2.2 HONORS UNIT REQUIREMENT

In addition to maintaining a minimum CGPA, students must complete at least 6 Honors units by the end of their first year in the Honors College, 12 Honors units by the end of their second year, and 18 Honors units by the end of their third year. Students who fall below these standards will be placed on probation for one full term (fall or spring) and become academically ineligible to participate in the Honors College if they fail to reach the standards at the end of the probationary term.

3.2.3 REVIEW OF RECORDS AND NOTIFICATION OF INELIGIBLE STUDENTS

All Honors College students’ records are reviewed for CGPA and Honors units at the end of the fall and spring semesters. Grades and units earned during the minimester will apply toward the CGPA and units earned at the end of the spring semester; grades and units earned during the summer terms will apply toward the CGPA and units earned at the end of the fall semester. The Honors College mails letters to the students’ permanent addresses when there is any change in their Honors College status. Students who become ineligible to participate in the Honors College will not be permitted to take Honors College courses.

It is the students’ responsibility to keep track of their Honors College status. The Honors College is not responsible for letters that are lost in the mail.

3.2.4 APPEALS

Students may appeal their change in status by contacting the Honors College in writing within 14 days of the date of their letter. The HCAC evaluates all appeals. Status decisions may change only in extreme circumstances.

3.2.5 REGAINING HONORS COLLEGE ELIGIBILITY

Students who achieve a CGPA of at least 3.3 after becoming ineligible to participate in the Honors College may petition the Honors College in writing for re-admission. Re-admission decisions are made by the HCAC, and they are based on the recent academic performance of the student as well as the number of Honors units the student has completed. Students who are re-admitted to the Honors College are not eligible to receive an Honors College scholarship.

3.2.6 VIOLATION OF TOWSON UNIVERSITY'S ACADEMIC INTEGRITY POLICY

Students who have been found guilty of the violation of Towson University's Academic Integrity Policy shall become immediately ineligible to participate in the Honors College. Students may be readmitted to the Honors College and have all of their privileges restored (including their Honors College scholarship) if they successfully appeal the decision.

3.3 HONORS COLLEGE GRADUATION

3.3.1 CURRICULUM REQUIREMENTS

To graduate from the Honors College, students must complete the following Honors College curriculum requirements.

- 3 units of Honors English
 - Must be ENGL 190 or ENGL 290 or equivalent
- 15 units of Honors College courses
 - A minimum of 9 units must be honors seminars
- 6 units of Honors Electives

All Honors courses must be completed with a grade. The Pass Grading Option is not available for courses that count towards Honors College curriculum requirements.

Most students must complete the 24-unit Honors College curriculum; however, certain transfer students (internal and external) are exempt from some requirements.

- When students transfer **less than 30 units**, requirements are the same as for first-time freshmen including honors English, 15 units of honors classes (including 9 units of honors seminar), and 6 units of Honors Electives.
- Transfer students with **30-59 units** are exempt from honors English (only if GenEd IA: Writing for a Liberal Education has been satisfied with transfer units). These transfer students must complete 15 units of honors classes (including 9 units of honors seminar), and 6 units of Honors Electives.

- Transfer students with **60 or more units** are exempt from honors English (only if GenEd IA: Writing for a Liberal Education has been satisfied with transfer units) and 6 units of honors versions of General Education courses (or honors course options). These transfer students must complete 9 units of honors seminars and 6 units in Honors Electives.

3.3.1.1 UNIVERSITY HONORS SCHOLAR

Students who complete the Honors College curriculum, graduate with a CGPA of at least 3.3, and graduate with a CGPA of at least 3.0 for all courses taken to fulfill Honors College requirements will graduate as a University Honors Scholar.

3.3.1.2 DEPARTMENTAL HONORS SCHOLAR

Students who complete all of the requirements of a Departmental Honors Program (but do not necessarily complete the Honors College curriculum requirements) will graduate as Department Honors Scholar.

Students who meet all of the requirements to graduate as a University Honors Scholar and complete all of the requirements of a Departmental Honors Program will graduate as both a University Honors Scholar and a Departmental Honors Scholar.

3.3.2 GRADE POINT AVERAGE

All Honors College students must meet the following criteria in order to graduate as a University Honors Scholar:

- A final CGPA of at least 3.3 at the time of graduation and
- A final CGPA of at least 3.0 in all courses taken to fulfill Honors College requirements at the time of graduation.

The Honors College does not round GPAs.

3.3.3 TRANSFER HONORS CREDIT

Students who have completed honors coursework at other accredited institutions may be able to transfer their units to Towson University as honors units. Students who wish to transfer honors credit must petition the Honors College in writing and provide a copy of the syllabus of the course that they wish to transfer. The Honors College will allow the course transfer only if the course is determined to be the equivalent of an existing Honors Version of a course. Students may not transfer courses as honors Seminars, Honors Electives, or honors independent coursework.

3.3.4 APPLYING FOR GRADUATION FROM THE HONORS COLLEGE

All students graduating from the Honors College must apply for Honors College graduation as well as Towson University graduation. The Honors College Graduation Application is available on the Honors College web site and in the Honors College Office. The deadline for Honors

College Graduation Applications is **November 1** for January graduation and **April 1** for May graduation. The deadline is posted on the Honors College web site.

The Honors College cannot guarantee that students who do not apply for Honors College graduation will be invited to the Honors College Graduation Convocation or receive the proper notation on their diploma and transcript.

3.3.4.1 DEGREE PROGRESS REPORT

The Honors College requirements are provided for students on their Degree Progress Report. Because of curriculum changes in 2008, the Honors College section of the Degree Progress Report may not be accurate for students who joined the Honors College before 2008.

The Honors College section of the Degree Progress Report is provided only to guide students through their Honors College curriculum. The Honors College section of the Degree Progress Report does not impact the student's ability to graduate from the Honors College or from Towson University in any way.

3.3.4.2 HONORS COLLEGE GRADUATION CONVOCATION

At the end of each spring term, the Honors College hosts a ceremony for graduating seniors to award their Honors College medallion. It is an opportunity for graduates to be honored for their accomplishments and to be recognized by the faculty for their hard work and diligence. Invited faculty say a few words about the graduating senior who will be presented with the Honors College medallion to be worn at the Towson University Commencement Ceremony, a certificate of completion of the Honors College curriculum, and a gift from the Honors College. A reception follows the ceremony. Graduates unable to attend the Honors College Graduation Convocation may pick up their medallion and certificate in the Honors College office before Commencement.

3.3.4.3 DIPLOMA AND TRANSCRIPT

Upon graduation, the appropriate honors designation, based on the honors curriculum completed, appears on the student's diploma and final transcript. An Honors College student who completes the Honors College curriculum and does not follow the Department Honors Program requirements (or the department does not have a Department Honors Program) will graduate as a University Honors Scholar. If an Honors College student completes their Honors College curriculum by following the Department Honors Program requirements, the student will graduate as both a University Honors Scholar and Department Honors Scholar.

SECTION 4 HONORS COLLEGE SCHOLARSHIPS AND GRANTS

4.1 HONORS COLLEGE ADMISSION SCHOLARSHIPS

All first-year students admitted to the Honors College receive an Honors College scholarship that is renewable for up to four years. The scholarships are a one-time offer at the time of admission to Towson University. Transfer students are not guaranteed Honors College scholarships. Scholarships are applied to the fall and spring terms only. Students must meet the following criteria in order to receive their Honors College scholarship each term.

- Students must be continuously enrolled full-time. Students who return to full-time status after an interruption in their studies may petition the Scholarship Appeals Committee of the Scholarships Unit to have their Honors College scholarship reinstated.
- Students must be in good standing or on probation in the Honors College. Once a student becomes ineligible to participate in the Honors College, they will no longer be qualified for an Honors College scholarship. Students who are re-admitted to the Honors College are not eligible to receive an Honors College scholarship.

4.2 HONORS COLLEGE STUDY ABROAD SCHOLARSHIPS

The Honors College has a limited number of scholarships available each year for Honors College students studying abroad. To qualify for an Honors College study abroad scholarship, students must submit their Application for Honors Credit for Study Abroad to the Honors College by **November 1** (for minimester and spring study abroad) or **April 1** (for summer and fall study abroad). Honors College Study Abroad scholarships are only available to students in good standing in the Honors College.

SECTION 5 HONORS COURSES

Each summer, the Dean of the Honors College will supply the Deans of the degree-granting colleges with a list of honors course requests for the next year. In September and February, the Dean of the Honors College will contact the department chairs to request honors courses for the following semester. The Dean of the Honors College may remove honors courses that appear on the schedule but were not requested.

5.1 DEFINITION AND COURSE CRITERIA

All Honors College courses contain the hegis code of HONR or contain the word “Honors” in the printed title of the course. All Honors College courses should meet some (but not necessarily all) of the following criteria.

- **Critical Thinking**
Honors courses should emphasize critical thinking skills by offering insight on how theories were developed, stress reasoning and the synthesis of knowledge. Critical thinking is encouraged at an appropriate level of objectivity, fostering students’

ability to ask relevant questions and develop hypotheses, and encouraging the integration of concepts and theories with applied learning experiences. Honors courses should expose students to cutting edge knowledge, present views and theories not available in non-honors courses, and encourage applications of different theories.

- **Interdisciplinary and Comparative Perspective**

An interdisciplinary perspective is encouraged throughout honors seminars, with special attention given to points of similarity between disciplines. Honors courses are also characterized by a comparative perspective with comparisons of cultures, disciplines, theories, societies, historical periods, or methodologies.

- **Difference and Diversity**

Honors courses should include issues of diversity, whether the focus is economic, ethnic, cultural, social, racial, religious, geographic, biological, historical, regional, etc. Honors courses should also encourage sensitivity to differences in values, cultures, societies, historical periods, disciplines, religions, etc.

- **Multiple Pedagogies**

Honors courses should creatively employ approaches to teaching that respond to the varied learning styles and needs of students. Developing creative ways to teach and measure learning outside traditional requirements help make honors courses unique. Honors assignments should offer a variety of experiences that encourage collaborative and experiential learning outside the classroom such as field trips, lab experiences, films, the Internet, lectures, guest speakers, active-learning exercises, and cooperative-learning experiences to help students connect what they are learning with real world experiences, in a context they can relate to.

- **Evaluation**

Honors courses should explicitly and clearly relate evaluation methods to course objectives and outcomes stated in syllabi. All levels of students' understanding of course objectives and competency in receptive and expressive communication skills should be evaluated in honors courses.

5.1.1 HONORS VERSIONS OF COURSES

Honors Versions of courses are special sections of already existing and highly demanded courses at Towson University. They offer students the opportunity to take required courses in an enriched, enhanced manner. These courses are designed to be smaller, more discussion-based, more focused on critical thinking, and more writing intensive than non-honors sections of the same course.

5.1.2 HONORS SEMINARS

5.1.2.1 200-LEVEL (PRE-APPROVED IN GENERAL EDUCATION CATEGORY WITH TOPICS THAT VARY)

Lower level honors seminars allow for in-depth study of fundamental issues, ideas, topics or problems. The seminars are on a wide range of original topics that are based on the instructor's area of interest. Most courses integrate knowledge across disciplines. Emphasis for these seminars is on developing and strengthening skills important to success in honors and undergraduate education, including oral and written communication skills, reading skills, critical

and creative thinking, etc. These seminars may satisfy General Education or Core Curriculum requirements and may be repeated for credit as topics change.

5.1.2.2 300/400-LEVEL (PRE-APPROVED ELECTIVES OR DEPARTMENTAL MAJOR COURSES WITH TOPICS THAT VARY)

Upper level honors seminars are designed to deepen knowledge about a particular intellectual issue and demonstrate the interconnectedness of academic disciplines. The approach is interdisciplinary, but the specific discipline content will be used to further greater understanding of a broader issue. Many of these seminars incorporate moral or ethical thinking and problem-solving components and independent writing projects may be assigned as part of a culminating activity. Like the lower level seminars, these courses have original topics that are based on the instructor's area of interest. These seminars may satisfy a General Education as well as major department requirement.

5.1.3 HONORS ELECTIVES

All Honors College students must complete 6 units of Honors Electives. The Honors Electives are designed to allow students maximum flexibility in designing a project or course of study most suitable to their academic needs and goals. All Honors Electives include a significant piece of writing (to be submitted to the Honors College upon completion) and a public presentation.

Students may fulfill their Honors Electives requirement by completing 6 units from the following course options:

- Honors Capstone,
- Honors Independent Study / Honors Independent Investigations / Honors Directed Reading / Honors Internship,
- Study Abroad for honors credit,
- Upper-Level Honors Seminars,
- Honors Thesis / Creative Project, and
- Departmental Honors Program.

5.2 HONORS COLLEGE LEARNING OBJECTIVES

Every honors course syllabus must demonstrate at least one (preferably several) of the following Honors College learning objectives.

- Effective written communication skills
- Effective oral forms of communications
- Engagement in experiential and collaborative forms of learning
- Improved ability to use and conduct research
- Improved interpretative skills and approaches
- Increased ability to analyze and synthesize a broad range of material
- Improved higher order reasoning skills
- Opportunities to reflect on increased knowledge and students' own learning
- Opportunities to apply what students have learned to other situations

The Dean of the Honors College may cancel any honors course that does not sufficiently

demonstrate Honors College learning objectives or measurable evaluations of how the Honors College learning objectives will be met in the course syllabus at least one week before the beginning of the semester.

5.3 GRADING IN HONORS COURSES

Grades for honors courses should be assigned on the basis of the quality of the student's work in comparison with the overall population of the course (in regular and honors sections). Students who meet the challenge of an honors course 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 which are being met by other others students.

All honors courses must be completed with a grade. The Pass Grading Option is not available for courses that count towards Honors College curriculum requirements.

Towson University standards for grade changes and Incompletes apply for all honors courses. Students who wish to appeal a grade must first appeal to the professor in writing. If the situation is not resolved, the student may then appeal to the department chair or to the Honors College (if it is an HONR course) in writing.

5.4 ENROLLMENT IN HONORS COURSES

Only Honors College students are eligible for enrollment in Honors College courses. Students who have applied to the Honors College and are awaiting an admission decision may enroll in one honors course per semester upon written permission of the Honors College.

5.4.1 ENROLLMENT PROCEDURES

Students follow normal registration procedures for most Honors College courses.

Students wishing to enroll in an Honors Independent Study, Honors Directed Reading, Honors Independent Investigations or Honors Internship must submit a proposal syllabus for the course to the Honors College no later than the last day of the Change of Schedule period for the semester in which the student plans to enroll.

5.4.2 MAXIMUM ENROLLMENT

All Honors College courses are limited to no more than 20 students in a class. Up to 18 students may register themselves for honors courses through open enrollment. The Honors College reserves two seats in each honors course that the Dean or Assistant Dean may assign to students upon their discretion. A department or professor cannot overload honors courses.

During the drop/add period, faculty may give an Honors College student permission to enroll in their honors course as long as there are no more than 20 students enrolled in the class. The student's drop/add slip must be signed by both the faculty member and the Honors College in order for the student to be enrolled.

5.4.3 REPEATING AN HONORS COURSE

Like all other courses at Towson University, students may not repeat an honors course more than once without the prior approval of the Academic Standards Committee. Students may enroll and receive credit for multiple sections of honors courses bearing the same title and hegis code as long as the section topics differ.

If a student wishes to replace a grade in an honors course, students must repeat the exact topic of the course. Honors course topics appear on the student's transcript.

5.5 EVALUATION OF HONORS COURSES

Each semester, all Honors College courses are evaluated by students through Towson University online assessment. Specific honors-related questions are added to the assessment instrument for every Honors College course. Students need to complete only **one** assessment instrument for the course, and those results are shared with the faculty member's home department and the Honors College. Faculty are given a summary of the results at the end of the semester.

SECTION 6 HONORS INDEPENDENT PROJECTS

Students may enroll in an Honors Independent Project course during any semester, including summer and minimester. An Honors College student may complete any of the following options in partial or complete fulfillment of his or her Honors Electives.

6.1 DEPARTMENT THESES

Certain majors on campus offer students the ability to complete a Departmental Honors Program. Students applying for admission to Departmental Honors Programs are usually first term juniors who express an interest to the Departmental Honors Coordinator or Department Chair. Students should contact the Departmental Honors Coordinator for the specific requirements of the program.

Once accepted into a Departmental Honors Program, students must complete the requirements as listed in the catalog for their major. Most departments require that students complete 9 units in Advanced Content courses, Directed Readings and/or Independent Investigations, and an honors thesis, but some departments may offer other options, such as an extensive design project. The thesis/project culminates in a final presentation before a committee and the thesis advisor and is open to the public. A completed, signed copy of the thesis/project approval form must be submitted to the Honors College no later than two weeks before graduation. Two UNBOUND, signed copies of the thesis and an electronic copy of the thesis (preferably by email to honors@towson.edu) must be delivered to the Honors College Office by the last day of the final exam period. When the Honors College receives the thesis / project, the appropriate designation appears on the student's diploma and final transcript. The Honors College cannot guarantee that students will receive proper recognition on their diploma and transcript if they do not turn in the required forms by the published deadlines.

6.2 HONORS THESIS

Honors students may complete an honors thesis or creative project of their own design under the mentoring of a faculty member in their discipline and/or an Honors College faculty member. The honors thesis or creative project provides students with flexibility in designing a final honors experience that relates to their interests and career goals. Honors theses and creative projects result in a significant piece of writing submitted to the Honors College and a public presentation of the work. A completed, signed copy of the thesis/project approval form must be submitted to the Honors College no later than two weeks before graduation. Two UNBOUND, signed copies of the thesis and an electronic copy of the thesis (preferably by email to honors@towson.edu) must be delivered to the Honors College Office by the last day of the final exam period. The Honors College cannot guarantee that students will receive proper recognition on their diploma and transcript if they do not turn in the required forms by the published deadlines.

Honors Thesis courses are available for 3 units.

6.3 HONORS INTERNSHIP

Honors Internships are internship experiences that are enhanced with a research or reflection project and presentation. Honors Internships will be arranged on an individual basis, and all Honors Internships must receive a letter grade. Students must arrange their own internship and work directly with a faculty supervisor. The faculty supervisor guides and evaluates the student's written project and assigns a grade for the course. Students have the option of enrolling in an Honors Internship (HONR 493) or earning honors credit for a departmental internship (as long as the department agrees and the course is set up to receive a letter grade). Students who are interested in participating in an Honors Internship submit a proposal syllabus for the course to the Honors College no later than the last day of the Change of Schedule period for the semester in which they plan to enroll and at least two weeks before starting the internship.

Honors Internships are available for 1-6 units.

6.4 HONORS INDEPENDENT STUDY/DIRECTED READINGS/INDEPENDENT INVESTIGATIONS

Honors Independent Study, Independent Investigations, and Directed Readings provide students with an opportunity to engage in individualized study with a faculty member. Honors Independent Study courses are available at the 200 and 300 level, but only 300-level Honors Independent Study courses may count toward the Honors Electives. The topic and scope of these courses are determined by the student and faculty member working together. Honors Directed Readings courses are appropriate for students wishing to survey a field of literature; these courses are especially useful for students in the beginning stages of their honors thesis. Honors Independent Investigations courses allow students to design and implement their own research project; these courses are especially useful for majors in the sciences.

These courses will be arranged on an individual basis. For each course, students must work directly with a faculty member, submit a formal written component for the course to the Honors College, and complete a public presentation before their peers.

Students have the option of enrolling in an Honors Independent Study/ Directed Readings/ Independent Investigations course or earning honors credit for an equivalent departmental course (with an honors subtitle). Students who are interested in enrolling in an Honors Independent Study, Directed Readings, or Independent Investigations course must also submit a proposal syllabus for the course to the Honors College no later than the last day of the Change of Schedule period for the semester in which they plan to enroll.

These courses are available for 1-6 units.

6.5 HONORS STUDY ABROAD

Students may earn Honors Elective credit for any study abroad program for which they earn Towson University credit. Students participating in short-term study abroad courses may receive 3 units toward their Honors Electives if they complete an approved study abroad project. Honors students participating in a full semester (term) study abroad may receive 6 units toward their Honors Electives if they complete an approved study abroad project.

To earn honors credit for their study abroad experience students must:

- Before departure, complete and submit an Honors College Study Abroad Approval form by the term deadline posted on the Honors College web site and Blackboard;
- Within one month of return, submit a reflective essay, a copy of the transcript (unofficial is fine), and 6 photos to be used for promotional purposes; and
- Complete one of the following projects:
 - Present a fifteen-minute talk describing the study abroad experience after returning.
 - Create a video or podcast that could be posted on the Honors College or Study Abroad web site.

Honors College students are also eligible to receive an Honors College Study Abroad Scholarship. Please see [4.2 Honors College Study Abroad Scholarships](#) for more information.

SECTION 7 HONORS COLLEGE FACULTY

All Honors College Faculty are listed in the Towson University Undergraduate Catalog and in the Honors College Student Handbook each year. Faculty who have successfully taught honors GenEd courses or honors seminars at least three times are designated as Honors College Faculty. Faculty who were designated as Honors College faculty but have not taught an Honors College course within a three-year period will no longer be Honors College Faculty.

7.1 FACULTY TEACHING HONORS COLLEGE COURSES

Faculty who will teach Honors College courses are selected by the department in consultation with the Honors College Dean. The Honors College Dean reserves the right to deny the offering of an Honors College course if the Honors College Dean does not approve of the department's faculty selection. Honors College courses will normally be taught only by persons holding tenured or tenure-track faculty appointments. Upon recommendation by a department head and with approval of the Dean of the Honors College, visiting or adjunct faculty and other persons holding degrees and experience appropriate to the discipline may teach Honors College courses.

Only in exceptional circumstances and with the advance approval of the Dean of the degree-granting college and notification of the Dean of the Honors College will Honors College courses be taught by faculty members in their first year on the faculty at Towson University.

7.2 PROPOSING AN HONORS COURSE

All proposals are reviewed by the Honors College Curriculum Committee. The HCCC ensures that the proposed courses meet some of the criteria for Honors College courses before approval. Proposals that do not adequately meet the criteria may be sent back to the faculty member or department for revision.

Departments and individual instructors interested in developing honors courses for the Honors College may contact the Dean of the Honors College to discuss their idea.

7.2.1 HONORS SEMINARS

The Honors College invites faculty to propose honors seminars for inclusion in course offerings in the Honors College. Honors seminar proposals should be submitted at least one year prior to the semester in which the course may be offered. These seminars will be one-semester courses (typically three units) and will be designed to enable students and faculty to examine areas that are not usually part of regular departmental offerings. Seminars in the Honors College should provide a robust and collegial discussion environment that is intellectually demanding. These seminars should support increasingly independent learning as well as application of disciplinary and interdisciplinary knowledge and methods to the larger academic, local, national, or global community.

The Honors College is interested in lower level honors seminars that allow for in-depth study of fundamental issues, ideas, topics or problems. Emphasis for these seminars should be on developing and strengthening skills important to success in honors and undergraduate education, including oral and written communication skills, reading skills, critical and creative thinking, civic engagement, etc. These seminars should satisfy a specific Core Curriculum requirement.

The Honors College is also interested in reviewing proposals for upper level honors seminars that are designed to deepen knowledge about a particular intellectual issue and demonstrate the interconnectedness of academic disciplines. These seminars may incorporate moral or ethical thinking, problem-solving components, and independent writing projects as part of a culminating

activity. These seminars should be designed to satisfy departmental requirements and will require approval from the home department.

Suggested honors components to either seminar include the following:

- an emphasis on primary texts over secondary works
- a project that helps to broaden the disciplinary/interdisciplinary approach of the course
- student organized events outside the classroom that build on the course material and enhance the educational experience for students in the class or other students on campus
- student participation in broader community or regional events related to course
- student research on pedagogical or research methods (suggesting or implementing some of these innovative approaches during the course of the semester)
- student taught sessions or portions of sessions
- more advanced disciplinary methods
- study abroad

This list is not comprehensive. To the contrary, the Honors College Curriculum Committee welcomes other ideas and suggestions, as well as innovative approaches to pedagogy and course structure.

The Honors College publishes a request for proposals for honors seminars every semester. Proposals that are not submitted by the published deadline may not be offered in the preferred semester.

7.2.2 HONORS VERSIONS OF COURSES

Departments may also propose new Honors Versions of courses. The proposal should explicitly show how the honors version differs from the traditional course, and a copy of both the proposal syllabi and the current syllabus for the course must be included in the proposal.

7.2.3 HONORS COURSE APPROVAL PROCEDURES

New Honors College Core Curriculum Courses (no existing non-Honors counterpart):

1. Department Curriculum Committee
2. College Curriculum Committee
3. Honors College Curriculum Committee
4. General Education Reporting Subcommittee of the University Curriculum Committee

New Honors College Version of a Course:

1. Departmental Chairperson's approval (We also recommend, but do not require, review by the departmental curriculum committee.)
2. College Dean's Approval
3. Honors College Curriculum Committee
4. Core Curriculum Subcommittee of the University Curriculum Committee

New Honors College Seminar Carrying Core Curriculum Credit:

1. Departmental Chairperson's approval (We also recommend, but do not require, review by the departmental curriculum committee.)
2. College Dean's Approval
3. Honors College Curriculum Committee
4. Core Curriculum Subcommittee of the University Curriculum Committee

New Honors College Seminar Not Carrying Core Curriculum Credit:

1. Departmental Chairperson's approval (We also recommend, but do not require, review by the departmental curriculum committee.)
2. College Dean's Approval
3. Honors College Curriculum Committee

7.3 TEACHING AN HONORS COLLEGE COURSE

7.3.1 HONORS COLLEGE SYLLABI

All faculty teaching in the Honors College must submit their course syllabus to the Honors College for approval at least two weeks before classes begin. The Honors College reviews syllabi to ensure that they meet Towson University syllabus guidelines and Honors College learning objectives. An Honors College syllabus template is available on the Honors College web site.

If the Honors College course syllabus is not approved at least one week before classes begin, the Dean of the Honors College may cancel the course.

7.3.2 HONORS COLLEGE WORKSHOPS

The Honors College hosts faculty and staff workshops each year that are designed to facilitate conversation among faculty teaching honors courses about the specific needs of Honors College students. These workshops are an excellent opportunity for faculty to share ideas about course projects and assessment, teaching methods, class activities, etc. Honors College faculty are encouraged to attend.

7.3.3 HONORS COURSE EVALUATIONS

Each semester, all Honors College courses are evaluated by students through Towson University online assessment. Specific honors-related questions are added to the assessment instrument for every Honors College course. Students need to complete only **one** assessment instrument for the course, and those results are shared with the faculty member's home department and the Honors College. Faculty are given a summary of the results at the end of the semester.

7.3.4 FUNDING FOR HONORS COURSE ACTIVITIES

The Honors College encourages hands-on and interactive learning. A limited amount of funds may be available each semester to support on-site learning experiences, guest lecturers, etc. The Honors College may also have funds available through Cook Library to purchase faculty-recommended books for the library. Faculty should contact the Honors College well in advance to request funding for activities or supplies.

7.3.5 HONORS COLLEGE STUDENT EVENTS

The Honors College hosts numerous student events throughout the year that are designed to build community among the Honors College students, faculty, and staff. The Honors College also hosts major recruitment events throughout the year. Honors College faculty are encouraged to attend these events.

7.4 TEACHING AN HONORS ELECTIVE COURSE

Faculty have the opportunity to work one-on-one with Honors College students through the Honors Electives. Faculty may work with students individually through an Honors Independent Study, an Honors Internship, or an Honors Thesis. In these courses, faculty are responsible for guiding and supervising the student through his or her specific project and for assigning the student's grade. Students are responsible for arranging these courses on an individual basis by submitting a proposal syllabus to the Honors College. Proposal syllabi must be submitted by the end of the Change of Schedule period for the semester in which the student plans to enroll. Students may enroll in an Honors Elective course during any semester, including summer and minimester.

SECTION 8 HONORS ACADEMIC ADVISING

8.1 HONORS FIRST YEAR EXPERIENCE ADVISORS

The Assistant Dean works with Academic Advising to ensure that all incoming freshman are registered for appropriate schedules. All Honors College freshmen are assigned to Honors FYE groups advised by faculty representatives from each degree-granting college who are also very familiar with Honors College requirements.

New Honors College transfer students are invited to meet with the Assistant Dean in June or July to help them find appropriate honors courses for their schedules. Although honors transfer students receive additional honors advising when they arrive, they are assigned to major advisors for their first semester in the same manner as other students.

8.2 HONORS ADVISING BEYOND THE FIRST YEAR

Students with a declared major will be assigned to a major advisor after their freshman year. In most cases, honors students with an unknown major will continue to be advised by their Honors College FYE advisor until they declare their major.

The Assistant Dean and the Director of Academic Operations act as honors advisors to all students. The Director of Academic Operations advises all sophomores and juniors, while the Assistant Dean coordinates all advising for freshmen, seniors, and internal and external transfer students. The Assistant Dean and Director of Academic Operations are secondary advisors to the students and provide information about the Honors College only. Students must continue to meet with their major advisor or FYE advisor for registration.

Although there is no mandatory Honors advising meeting each semester, every student's progress towards Honors requirements is continuously monitored by the Honors College. Students at risk of falling behind may receive email notification or be placed on honors probation. This intervention generates a significant number of advising opportunities for the Assistant Dean and helps many students get back on track.

SECTION 9 HONORS STUDENT STATUS REPORTS

At the end of the first semester for first-year students in the Honors College, the Honors College Assistant Dean will provide the FYE advisors a status report of their Honors College advisees.

The Dean of the Honors College will report to each of the academic colleges and the department chairs the names of their students who are active in the Honors College at least once per semester. The report will also provide the honors status of each student.

SECTION 10 PRIVILEGES EARNED BY ACTIVE PARTICIPANTS IN THE HONORS COLLEGE

10.1 DEFINITION OF AN ACTIVE PARTICIPANT IN THE HONORS COLLEGE

An active participant in the Honors College is defined according to the standards set forth below.

- 1) The student is in good standing or on Honors College probation and is enrolled full-time at Towson University or full-time in a TU-approved study abroad program.
- 2) The student has completed all of the Honors College curricular requirements but has not yet graduated and remains eligible for Honors College participation based on their cumulative grade point average and full-time enrollment status at TU.

10.2 PRIORITY ENROLLMENT

All active participants in the Honors College will be permitted to begin early enrollment for fall and spring semester courses on the day before regular registration begins. The time that students may enroll in courses is determined by their class standing. All Honors College students may enroll on the same early enrollment date; however, their enrollment times are staggered by class.

The Honors College staff will update the HON student group on PeopleSoft every semester to ensure that every Honors College student will receive priority enrollment.

10.3 HONORS COLLEGE SPACE

Active participants in the Honors College are permitted to use the Honors College Student Study in Stephens Hall during building hours. They are granted access through their OneCard. The Honors College staff will provide a list of active participants in the Honors College to Facilities Management each semester to ensure that every student has access to the Honors College Student Study.

Students may reserve an Honors College classroom (ST 300, ST 306, or Douglass Classroom) for an Honors College-approved event by contacting the Honors College in ST 302.

Honors College space is reserved for Honors College use only.

10.4 HONORS COLLEGE HOUSING

Freshmen and sophomores who are active participants in the Honors College are eligible to live in honors residence halls. Housing in honors residence halls is provided on a space-available basis. Students are responsible for requesting honors housing by posted deadlines.

The Honors College staff will provide Housing and Residence Life (HRL) with a list of active participants in the Honors College before the start of each fall and spring semester. HRL will provide the Honors College a list of all students residing in honors housing prior to the beginning of the fall semester.

Honors housing is reserved for Honors College students only, as long as enough Honors College students request the available spaces. Space in Honors College housing is assigned at the discretion of the Office of Housing and Residence Life.

10.5 HONORS COLLEGE ACTIVITIES

Events that are sponsored by the Honors College are typically available only for active participants in the Honors College unless otherwise announced. Students who sign up for an Honors College event are responsible for showing up to the event at the required date, place, and time. Students who sign up for an Honors College event but do not attend the event risk forfeiting any monetary deposit associated with the event, and they may lose their privilege of attending future Honors College events.

10.6 HONORS CONFERENCES

Active participants in the Honors College will have the opportunity to participate in honors conferences throughout the year. To participate in an honors conference, the student must meet the requirements outlined below.

- 1) The student must submit their conference proposal to the Honors College by the published deadline. All proposals will be vetted by the Honors College staff before they

are sent to the conference committee. The Honors College Dean must approve all proposals before they are submitted to the conference committee.

- 2) Students who submit their conference proposal to the Honors College agree to attend the conference in its entirety if the proposal is accepted by the conference committee. Students whose proposals are not accepted by the conference committee will not be provided funding from the Honors College to attend the conference. Students whose proposal was accepted by the conference committee but do not attend the conference will be banned from participating in any future Honors College event, including honors conferences. (An exception to this policy will be made for students who could not attend the conference because of a documented emergency.) This decision is final.
- 3) Students who have their proposals accepted by the conference committee will be required to apply for an Undergraduate Research Travel Grant. The Honors College will guarantee at least \$500 in funding support for the student's conference participation, and the Honors College may provide more funding depending on availability.
- 4) Students who have their proposals accepted by the conference committee will be asked to share what they learned at the conference with their fellow Honors College students upon their return.
- 5) Students who attend an honors conference and do not represent Towson University Honors College in an acceptable manner as determined by Honors College staff will be banned from participating in any future Honors College event, including honors conferences. This decision is final.

10.7 HONORS COLLEGE STUDENT WORKERS

The Honors College will contact all active participants in the Honors College and request applications for student worker positions in the Honors College as the positions become available. Only active participants in the Honors College are eligible for student worker positions in the Honors College.