



UNC CHARLOTTE
Honors College

MEMORANDUM

TO: Richard Leeman
Faculty President

FROM: Oscar Lansen
Chair, Honors Council

DATE: March 22, 2018

SUBJECT: Revision of the Honors Programs Policy

CC: Malin Pereira
John Smail

In its March 22, 2018 meeting, the Honors Council discussed and unanimously approved a revision to the current Honors Program Policy. This revision seeks to bring the responsibilities of the Council in line with that of the other standing committees of the Faculty Council (particularly in terms of program review and recommendation), update outdated policies, clarify processes; and define the role of the Honors College within honors programming. I have attached a marked-up copy of the proposed revision (the original can be found at: <https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/honors-programs>)

Would you please be so kind to place this revision to the Honors Program Policy on the agenda for the upcoming Faculty Executive Committee/Faculty Council meeting. Of course I will gladly attend this meeting to answer any questions or offer further context and/or clarification if needed.

UNC CHARLOTTE ACADEMIC PROGRAMS: HONORS PROGRAMS

I. Introduction

There is no Introduction for this policy.

II. Policy Statement

PURPOSE

The purpose of honors programs at the University of North Carolina at Charlotte shall be to identify the creative, imaginative, and/or exceptional student, and to encourage and recognize the development of each student's potential. Honors programs emphasize UNC Charlotte's mission as an urban research university and provide instructional and undergraduate research experiences for honors students. Honors programs shall be adaptable and open to all students who can justify participation.

HONORS RECOGNITION

On recommendation of the proper instructional faculty and examining committee, and in ~~adherence with the standards formulated~~ certification by the Honors Council, the honors candidate shall be graduated with Honors in _____ (e.g., Chemistry). Recognition of such distinction shall be given during the commencement ceremonies and shall be noted on the student's permanent record.

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GUIDELINES FOR HONORS PROGRAMS AND GRADUATION WITH HONORS

1. Honors coursework may be undertaken as early as the first semester of the freshman year.
2. ~~Students may participate in, and receive credit for, all honors programs for which they qualify and to which they have been accepted.~~
3. To qualify for graduation with honors recognition, the student must be admitted formally to honors candidacy through the Application to Candidacy process no later than the semester prior to the semester of the honors capstone project/thesis.
4. To qualify for graduation with honors recognition a student must, at a minimum:
 - a. be in good academic standing;
 - b. have at least a 3.20 G.P.A. for all honors courses in their honors program(s);
 - c. receive the grade of "A" for at least 3 hours of honors capstone project/thesis in that honors program(s);
 - d. produce a substantial inquiry-based research capstone project under the supervision of a research faculty advisor, and with the assistance of one or more faculty readers, that includes the required elements stated in "Redesign of Honors Education Vision 2013: Curriculum and Programming" ~~This may be an individual or group effort as long as each~~

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candidate's research contribution is distinct and can be assessed individually. All projects must include a written product. Candidates must present their findings orally and/or visually to the examining committee. Where appropriate, an university or public audience may be invited.

- e. receive the recommendation of their honors program(s) committee(s). *Individual honors programs may institute additional or more rigorous requirements.*

Deleted: document, as follows: a "written product, public oral and visual presentation, research/inquiry based including research faculty as advisors/readers";

- 5. The withdrawal policy for honors courses shall be the same as the withdrawal policy for other University courses. A student may at any time withdraw from an honors program ~~without penalty.~~

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- 6. Students who are honors-qualified but not currently in an honors program shall be permitted to enroll in and receive credit for individual honors courses, with permission of instructor after in consultation with the program director.

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- 7. ~~Grades in honors courses shall use the same grading scale as in other University courses.~~

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- 8. The grading scale and credit system for honors courses shall be identical to that used for all other undergraduate courses.

- 9. ~~Honors students may use the Student Academic Petition process for special requests in the same way as any other student at UNC Charlotte.~~

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Honors Council

- 1. The Honors Council, as a standing committee of the faculty, reports to the University Faculty Council and is governed by the Standing Rules of the Faculty. It reviews and makes recommendations of matters of Honors education and policy. Additionally, it serves as the faculty advisory body to the Executive Director of the Honors College. The Council will meet at least once monthly during the academic year. It reviews honors curriculum and program proposals submitted for approval.

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- 2. The Council consists of 11 members (one is a student), as outlined in the document, "Structure and Election Process for the Honors Council." Faculty members are elected as representatives (at-large or of each college) of the Honors Faculty as defined in the document "Honors Faculty Definition and Criteria." The honors student is appointed by the Executive Director of the Honors College. The Honors College shall maintain the list of faculty called the "Honors Faculty Roster" and oversee the administration of nomination and renewal of Honors Faculty membership, by and from which the Honors Council members are elected. The Executive Director of the Honors College serves on the Council as an ex-officio member.

- 3. Representatives to the Honors Council shall elect their own chair annually.

- 4. The functions of the Honors Council shall be as follows:

- a. to receive, evaluate, and approve all proposals for the establishment of or changes to honors programs;

- b. to review honors programming, policy, and learning outcomes study programs here and elsewhere in order to ensure that high standards and an alertness to opportunity for improvement be maintained at the

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University of North Carolina at Charlotte; and make recommendations where necessary;

- c. ~~to advise the Executive Director of the Honors College on policy;~~
- d. ~~to recommend to the Executive Director of the Honors College amendments to this document;~~
- e. to serve as the faculty advisory body to the Executive Director of the Honors College;
- f. to evaluate the performance of the Executive Director of the Honors College annually.

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DEPARTMENTAL HONORS COMMITTEES

1. Each college or department, or other unit offering honors programs shall designate and maintain an Honors Committee. That committee should include a faculty member designated as the program coordinator/director.
2. The functions of Honors Committees shall be as follows:
 - a. to admit students to the honors program and to determine their continuation in or removal from the program;
 - b. to recommend to the Honors College, ~~through the Application to Candidacy process, the that~~ student be admitted to candidacy for graduation with honors recognition ~~through the Application to Candidacy process;~~
 - c. to examine, or to appoint a subcommittee to examine, the candidate's capstone project/thesis;
 - d. to recommend to the Honors College that the candidate, upon successful completion of the honors capstone project/thesis and any other requirements of the honors program, be graduated with honors recognition;
 - e. to submit to the Honors Council recommended changes in the honors programs.

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HONORS COLLEGE

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The Honors College coordinates and sustains honors education at UNC Charlotte. It administers the University Honors Program and Albert, Crown, and Martin Scholars, and provides academic and extracurricular honors programming. The College also offers support to the Honors Council, the Honors Faculty as well as Directors of honors programs. Furthermore, it provides pre-professional advising, scholarship counseling, and undergraduate research support to all honors or honors-qualified undergraduates.

III. Definitions

There are no definitions related to this policy.

IV. Policy/Procedure Contact(s)

- **Authority:** Faculty Council

- **Responsible Office:** Office of the Provost and Vice Chancellor for Academic Affairs
- **Additional Contact(s):** Honors College

V. History

- **Approved:** April 17, 1975
- **Revised:** 1981
- **Revised:** 2003
- **Revised:** September 26, 2013 [University Honors Council renamed Honors Council by Faculty Council]
- **Revised:** February 5, 2015 [To reflect changes to related policies approved by Faculty Council at its September 26, 2013 meeting]
- **Revised:** January 14, 2016 [Changed language to accommodate new Academic Standing policy]
- **Revised:**

VI. Related Policies, Procedures and Resources

- Honors College
- Application for Admission to Candidacy
- Honors Council Structure and Election
- Honors Faculty Definition and Criteria
- Academic Policy: Academic Honors

VII. Frequently Asked Questions

Which students are covered under this policy?

This policy applies to all undergraduate students at UNC Charlotte.

What is the reporting structure for Honors Council?

The Honors Council is a standing committee of the Faculty and reports to the Faculty Council, ~~but The Honors Council~~ advises the Executive Director of the Honors College who reports to the Office of the Associate Provost for Undergraduate Education.

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Current Policy

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PURPOSE

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HONORS RECOGNITION

On recommendation of the proper instructional faculty and examining committee, and certification by the Honors Council, the honors candidate shall be graduated with Honors in _____ (e.g., Chemistry). Recognition of such distinction shall be given during the commencement ceremonies and shall be noted on the student's permanent record.

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 - c. receive the grade of "A" for at least 3 hours of honors capstone project/thesis in that honors program(s);
 - d. Honors capstone projects/theses should include the required elements stated in "Redesign of Honors Education Vision 2013: Curriculum and Programming" document, as follows: a "written product, public oral and visual presentation, research/inquiry based including research faculty as advisors/readers";
 - e. receive the recommendation of their honors program(s) committee(s). *Individual honors programs may institute additional or more rigorous requirements.*

4. The withdrawal policy for honors courses shall be the same as the withdrawal policy for other University courses. A student may at any time withdraw from an honors program without penalty.
5. Students who are honors-qualified but not currently in an honors program shall be permitted to enroll in and receive credit for individual honors courses, with permission of instructor in consultation with the program director.
6. Grades in honors courses shall use the same grading scale as in other University courses.
7. The credit system for honors courses shall be identical to that used for all other undergraduate courses.
8. Honors students may use the Student Academic Petition process for special requests in the same way as any other student at UNC Charlotte.

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 - b. to study programs here and elsewhere in order to ensure that high standards and an alertness to opportunity for improvement be maintained at the University of North Carolina at Charlotte;
 - c. to advise the Executive Director of the Honors College on policy;
 - d. to recommend to the Executive Director of the Honors College amendments to this document;
 - e. to serve as the faculty advisory body to the Executive Director of the Honors College.

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