



The University of North Texas
HONORS COLLEGE HANDBOOK
Revised June 2016

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TABLE OF CONTENTS

A. About the Honors College	Page 3
B. Mission of the Honors College	Page 3
C. Honors Classes	Page 3
D. Benefits of Honors College Membership	Page 4
E. Expectations for Honors College Students	Page 4
F. Membership in the Honors College	Page 4
G. How Honors Works	Page 5
H. Honors College Awards	Page 6
I. How to Earn Honors Credits	Page 7
J. Contract Honors	Page 7
K. Academic Standards	Page 7
L. Important Advising Information	Page 8
M. Advising Information Related to Scholarships	Page 9
N. Honors Opportunities	Page 10
O. The Honors Research Track	Page 11
P. Graduation Information	Page 12
Q. Current Information	Page 12

A. About the Honors College

The Honors College at the University of North Texas is committed to promoting academic excellence and fostering intellectual growth. Honors students become part of a community of scholars, with access not only to Honors classes, but also to a wide array of special programming and privileges. Honors College membership is open to undergraduate students in any major. While working toward a degree in the academic discipline of their choice, Honors students earn Honors recognition. Upon commencement, Honors College graduates are entitled to wear the Honors College Medallion and to have transcript designation.

B. Mission of the Honors College

The mission of the Honors College is to enrich the academic and intellectual experience of talented and motivated undergraduate students by promoting the pursuit of excellence at the University of North Texas. Honors students have opportunities to build an intellectual and academic framework that fully prepares them for graduate school, a career, and lifelong learning. Through its support of the Honors College, the University of North Texas assists students in the pursuit of excellence. In turn, the Honors College enhances the academic reputation of the University of North Texas, helping the institution attract and retain excellent students.

C. Honors Courses

Honors classes are specially designed courses that offer an intellectually exciting and challenging experience for the student. Honors classes are kept small in order to foster student involvement and classroom discussion. Because Honors is a flexible program, each semester our students may choose to take any combination of Honors classes, non-Honors classes, and classes in their major, as long as they take Honors classes on a regular basis.

Honors courses will:

- Assist students in building an intellectual framework that will prepare them for graduate study, a career, and a lifetime of learning;
 - Provide opportunities for students to explore ideas and make conceptual linkages across disciplinary boundaries;
 - Encourage students to explore concepts and values of community, including a cosmopolitan worldview;
 - Give students the opportunity to engage the best faculty in small classes that emphasize excellence in a supportive learning environment; and
 - Encourage faculty members to develop and try innovative approaches to course content and teaching.
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D. Benefits of Honors College Membership

Honors students may take advantage of many opportunities at no additional cost.

- Specially designed classes to provide a challenging but supportive academic environment;
 - Training in research methods and skills, and opportunities to present research at Honors and professional conferences;
 - Advising by the Honors College senior academic counselor;
 - Eligibility to live in Honors Hall;
 - Tickets to cultural events, including concerts and plays;
 - Lunches with professors, deans, and faculty members;
 - Invitations to special events;
 - Assistance in applying for major scholarships, fellowships, and awards;
 - Special library privileges;
 - Conferral of the Honors Medallion and special listing in the commencement program;
 - Transcript designation to provide a permanent record of Honors participation; and
 - Priority registration, which begins after the student has enrolled in and/or successfully completed at least one Honors class.
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E. Expectations for Honors College Students

We have great confidence that members of the Honors College are fine individuals as well as exceptional students. The Honors College has guidelines to which we ask each member of the Honors College to adhere:

- Complete at least one Honors course during their first semester in the college, and enroll in at least one Honors course each academic year thereafter;
 - Maintain a semester and cumulative GPA of at least 3.25;
 - Adhere to the *Student Code of Conduct and Discipline* which sets rules for all UNT students; and
 - Be present for events that you indicate you will attend. Students who repeatedly fail to attend events that they indicated they would attend will be disqualified from attending future events for a period of time.
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F. Membership in the Honors College

Students who wish to be members of the Honors College must submit an application at Honors.unt.edu

1. Active Members

Membership in the Honors College is a two-step process: admission through an application process, and activation of membership when the student enrolls in an Honors class the semester following admission. Moving from acceptance to active membership permits the student to enroll in Honors classes and enjoy the other advantages of membership. Only students with active membership may enroll in Honors classes, participate in Honors College events, live in Honors housing, and enjoy priority registration. Active members are also eligible for recognition at commencement and on their UNT transcript.

How to Maintain Active Membership

The Honors Student maintains active membership by taking and successfully completing at least three Honors credits (typically, one class) per academic year; and maintaining a cumulative UNT Grade Point Average of at least 3.25.

- Please note that some scholarships require recipients to complete at least six Honors credits per year, a stipulation that the Honors College cannot waive.
- A student living in Honors Hall must be enrolled in an Honors class. A student who drops his/her Honors class while living in Honors Hall will need to move out of Honors Hall at the end of that semester.
- Once the student earns 18 Honors credits the student's membership is considered active until completion of the baccalaureate degree as long as the student maintains the required GPA and adheres to the conduct standards of the Honors College.

2. Termination of Membership

Membership in the Honors College will be terminated if:

- A student fails to activate his or her membership in the semester after admission.
- A student whose membership has been activated fails to successfully complete at least one Honors course per academic year.
- A student allows his or her GPA to fall below 3.25 and does not raise it above 3.25 by the end of the following semester.
- The student abuses the use of Incompletes and Withdrawals. Students who accumulate two or more Incompletes in Honors classes and/or withdraw from two or more Honors classes, whether passing or failing, will be removed from the Honors College. Such students are not engaging in good scholarly practices, and are using resources that might otherwise be made available to other members of the Honors College.
- A student is found guilty of, or pleads guilty to, violations of the *Student Code of Conduct and Discipline* or state or federal law. For example, a student's membership in the Honors College will be terminated for a violation such as academic dishonesty or a legal felony, such as an assault, to which he has pled guilty or has been convicted.
- A student requests in writing to have his or her name removed from Honors College membership.

G. How Honors Works

The Honors College is designed to work with every major at UNT. Many Honors courses can be substituted into the general education core requirements which all students must satisfy to receive the baccalaureate degree. That means that you will often be able to take an Honors course instead of a regular course for core credit.

H. Honors College Awards

The Honors Scholar Award

The Honors Scholar Award requires completion of at least 18 honors credits. The student must also maintain a cumulative and Honors GPA of at least 3.25. No more than two honors contracts may be counted toward the Honors Scholar Award. Six hours of Honors study abroad credit may be counted toward this award. Transfer students may apply up to 9 hours of Honors transfer credit from a National Collegiate Honors Council accredited program. Students who complete the Honors Scholar Award receive the Honors College medallion and have the accomplishment noted on their UNT transcript.

The Honors Engagement Award

The Honors Engagement Award requires completion of at least 18 honors credits. The student must also maintain a cumulative and Honors GPA of at least 3.25. No more than two honors contracts may be counted toward the Honors Engagement Award. Six hours of Honors study abroad credit may be counted toward this award. Transfer students may apply up to 9 hours of Honors transfer credit from a National Collegiate Honors Council accredited program. Students must also accumulate 100 hours of Honors campus engagement activities via events in the Honors residence halls and/or Honors College programming. Students may earn the Honors Engagement Award in conjunction with other Honors awards, and they will receive the Honors College medallion and have the accomplishment noted on their UNT transcript.

Advanced Honors Scholar Award (Transfer students only)

The Advanced Honors Scholar Award requires completion of 12 honors credits, including two Honors courses, HNRS 3500 Thesis Proposal, and an Honors thesis 4951. The student must maintain a cumulative and Honors GPA of at least 3.5, and no more than one honors contract may be counted toward the Advanced Honors Scholar Award. Six hours of Honors study abroad credit may be counted toward this award. No Transfer Honors credit may be applied towards this award. Students who complete the Advanced Honors Scholar Award receive the Honors College medallion and have the accomplishment noted on their UNT transcript.

The Distinguished Honors Scholar Award

The highest recognition available to students through the Honors College is the Distinguished Honors Scholar Award. For this award, the student must complete at least 15 honors credits, HNRS 3500 Thesis Proposal, and Honors thesis 4951, with a cumulative GPA of at least 3.5. Please note that the Honors thesis course (HNRS 4951 or the departmental equivalent) may be taken only once for three credits toward the Distinguished Honors Scholar Award. No more than two honors contracts may be counted toward the Distinguished Honors Scholar Award. Six hours of Honors study abroad credit may be counted toward this award. Transfer students may apply up to 9 hours of Honors transfer credit from a National Collegiate Honors Council accredited program. Students who complete the Distinguished Honors Scholar Award receive the Honors College medallion and have the accomplishment noted on their UNT transcript.

For more information about these Honors College awards and how to achieve them, please contact the Honors College Senior Academic Counselor. Appointments can be arranged by calling 940-565-3305.

I. How to Earn Honors Credits

The way most Honors credits are earned is by taking Honors classes. Honors classes offer wonderful academic experiences for you, encouraging development of an intellectual foundation.

There are, however, other ways to earn Honors credits including:

- Honors Contracts (2 Contracts for a total of 6 Honors credits can be applied)
- Study Abroad (up to 6 hours for a semester, 3 hours for a summer)
- Mentored undergraduate research in which you are earning course credit
- Completing an Honors Thesis

For more information about these options, please contact the Honors College Senior Academic Counselor or check the information available at Honors.unt.edu.

J. Contract Honors

Students interested in pursuing an Honors contract should print the Honors Contract form from the Honors College website at Honors.unt.edu. It can be found under How to Earn Honors Credits > Honors Contracts.

Please be certain to read the guidelines provided with the form. Remember that the work prepared for the Honors contract must be submitted to the Honors College office by the due date outlined by the Honors College that semester. If approved, the Honors College will notify the Office of the Registrar who will add an Honors notation to the course, provided you completed the course on time and with a grade of B or better.

K. Academic Standards

- UNT has designated e-mail as an official form of communication between the University and students. Students are responsible for reading their e-mail frequently enough to receive important communications from the University.
- University e-mail addresses are preferred over personal e-mail addresses as an Honors College form of communication. Increased spam often makes it difficult to decipher between spam and personal account addresses. When e-mailing the Honors College Senior Academic Counselor, please include your name and UNT student ID number in the message.
- Honors College status is based on the UNT cumulative GPA of 3.25 or higher, not the student's overall cumulative GPA. Honors College awards and transcript designation, however, take into consideration all the college work a student has attempted, and work at another university may affect the award conferred at commencement by the Honors College.
- Any Honors course duplications must be approved by the Honors College academic counselor. Honors courses must be duplicated by the exact Honors course. It is not possible to duplicate an Honors course with a non-Honors course equivalent. Honors duplications are allowed only when the student's cumulative GPA has improved to 3.25 or better.

- Incompletes are a special problem on the Honors academic record. A student who accumulates two or more Incompletes in Honors classes must clear them by the end of the next semester.
- The third drop of an Honors course after the official drop-add period is over will cause the student to be removed from the Honors College, whether the grade is passing or failing at the time of withdrawal.

L. Important Advising Information

- A student doing Study Abroad (SA) may earn up to six honors credits for a semester-long UNT-sponsored program or three Honors hours credit for a UNT sponsored summer study abroad. The total credits given to any exchange will not exceed six Honors hours total. A student may take Honors classes at the host school during their exchange but only six Honors hours total will be credited.
- Transfer students may apply up to nine Honors transfer hours towards an Honors College award, except the Advanced Honors Scholar Award. Honors transfer hours count only when the course grade is B or better, and the hours are earned in a program or college that holds membership in the National Collegiate Honors Council.
- Once admitted to the Honors College, a student may not take Honors courses at another institution to transfer back to UNT's Honors College.
- Honors students may undertake Honors contracts in their 3000 and 4000 classes, according to the rules and process spelled out on the Honors website at www.honors.unt.edu.
- Thesis Replacements, such as Senior Art Show, Music Recital, Social Work Practicum, or Student Teaching, may be applied only toward the Distinguished Honors Scholar level.
- Once 18 Honors credits are completed the student is considered active in the Honors College until graduation.

M. Advising Information Related to Scholarships

- Some scholarships require that Honors classes be taken each semester as a stipulation to receive the scholarship. Students must be aware of the requirements of the scholarships they hold and meet those requirements to keep their scholarship award.
- The Honors College cannot alter scholarship requirements. We expect students to adhere to the requirements of their scholarship and take Honors courses as stipulated.
- Honors College scholarship information can be found on the Honors College website Honors.unt.edu > Current Students > Scholarship Information. Please be mindful of published guidelines and deadlines.

See the Honors College senior academic counselor:

- To formulate a four year plan to achieve the level of designation to which the student aspires.
- To discuss Honors class options for priority registration.
- For assistance in getting into Honors classes and changing one's schedule.
- To discuss Honors academic progress.
- To seek Honors academic clarifications.
- For answers to general and specific questions about Honors.

See your major advisor:

- For overload approval.
- For questions regarding non-Honors classes.
- For Pass/No Pass options for non-Honors classes.
- For graduation checks.
- To discuss major/minor academic progress.

Commonly asked advising questions

What is a four year plan?

It is a plan to graduate in four years, with the major of your choice as well as the Honors College Award you want to earn. We urge our students to apply themselves, make good choices about the courses they take, and graduate in a timely manner. The Honors College Senior Academic Counselor will show each student the various Honors options and work out a plan for the classes the student has left to take to fulfill the Honors option that the student desires. Students are required to make and attend an advising appointment with the Honors College Senior Academic Counselor during their first semester in Honors.

Where can I find the most accurate listing of available Honors classes?

The Registrar's website list Honors classes each semester and the Honors College posts a listing at honors.unt.edu.

Can I take more than one Honors class in a semester?

Yes, a student may take as many Honors classes as he/she wishes each semester.

Can I get credit for a thesis and a thesis replacement too?

No, Honors credit is given for one or the other, but not both.

May I take the Honors Capstone course (HNRS 4000) and write a thesis too?

Yes.

Can I get Honors credit for doing two theses?

No, even if a student writes 2 theses, they will only receive Honors credit for one.

Is the senior music recital, senior art show, Social Work Practicum, or student teaching considered a thesis replacement?

Yes, the student is given three hours Honors credit toward the Distinguished Honors Scholar designation.

Do I have to take HNRS 1500 as a prerequisite for the more advanced Honors Research classes?

No, but it is highly recommended. HNRS 1500 sets the stage for the thesis proposal and thesis writing courses. Our observation is that students who take HNRS 1500 are more prepared than others to undertake their thesis work.

Is Honors open to graduate students or students working on their second baccalaureate (post-baccalaureate)?

No, Honors is a program for undergraduates only.

How do I apply for the Special Problems – Editing The Eagle Feather?

Send an e-mail message to the Editor requesting permission to assist with editing *The Eagle Feather* each summer. A commitment of 10 hours a week in the Honors office is required.

How do I take other Special Problems courses for credit?

1. The student must find an instructor in his/her major field who will work with the student on a project (paper, creative project, research, or service learning project).
 2. The student sends the Honors College academic counselor a message with the name of the faculty member with whom the student will be working and a request to register for HNRS 2900 for one, two, or three credits.
 3. The student should include in the message a summary of the work that will be undertaken and the instructor with whom they will be working. This information will be placed in the student's file in the Honors College.
 4. The student requests approval of the Honors College senior academic counselor to enroll in the Special Problems class.
 5. The student registers for HNRS 2900 - Special Problems for one, two, or three credits.
 6. Upon completion of the course, the student will submit a 1-2 page summary of the experience, the type of work done, the questions that were explored, and a summary of project findings to the Dean of the Honors College.
 7. The professor will assign a grade for the work and send the grade via e-mail to the Dean of the Honors College.
 8. The Dean of the Honors College will submit the grade to the Registrar's Office.
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N. Honors Opportunities

Honors Student Ambassador

Honors Student Ambassadors represent or assist Honors College personnel at events, such as Preview Days, Dallas and Fort Worth high school recruitment nights, transfer orientations, and music auditions. The Ambassadors work at the Honors College table at activity fairs to answer parent and student questions about the Honors College. **The application is available on the Honors website.**

University Scholars Day

Each spring, the Honors College sponsors University Scholars Day. This event provides undergraduate students from across UNT an opportunity to present their research. University Scholars Day welcomes submissions from all undergraduates.

The Eagle Feather

Honors students and their mentors are invited to submit journal length articles for review and possible publication in the Honors College's online undergraduate research journal, *The Eagle Feather*.

Honors Housing

The Honors College is proud to offer the opportunity for Honors students to live in Rawlins Hall or Honors Hall (upperclassmen). Honors College members in good standing are able to study together and build an academic community while enjoying programs and social activities, too. To be eligible to live in Honors housing, a student must have been admitted to the Honors College. Students who live in Rawlins or Honors Hall must take at least one Honors course each semester.

O. Research Track

The Honors College Research Track is designed to get students involved early in their careers in quality academic research. The research track is designed to be a tripartite partnership among Honors students, faculty mentors, and the Honors College staff.

Dr. James Duban, Associate Dean for Research and Nationally Competitive Scholarships, found that the more research experience students have, the more competitive they are for prestigious graduate and professional schools, and for funding for their graduate education. In addition, applied research experience can also enhance a resume for students entering the labor market.

The research track includes a number of elements to encourage students to write a thesis, including two organized Honors research courses, recommendations for hands-on research experience, an Honors thesis course open to all majors, and opportunities for research presentations and publications. These elements are as follows:

HNRS 1500—Honors Introduction to Research

The first course is a freshman level class to introduce students to the scientific method, and to encourage them to begin thinking about a topic for their Honors thesis. The primary requirements for this course are that the student: 1) choose a broad research topic; 2) identify and engage a faculty mentor in the area; and 3) write a prospectus for a thesis. This course is an opportunity for the faculty mentor to begin to shape the thesis that the student will develop.

HNRS 2996 and HNRS 3996—Honors Mentored Research

These classes are available for students who work with a faculty mentor and wish to receive credit for their scholarly work.

HNRS 3500--Honors Thesis Development

The second course is a junior level course in which students develop and defend a formal thesis proposal.

Thesis

When students have completed HNRS 1500 and HNRS 3500, they will finish their thesis under the guidance of their faculty mentor in their major area. Honors faculty members remain available to work with mentors and students as a thesis committee member.

Presentations and Publications

Finally, students who participate in the research track are encouraged to present posters and research papers at conferences including University Scholars Day at UNT (Spring); the regional Great Plains Honors Council (Spring); the National Council on Undergraduate Research (Spring); and the Council on Undergraduate Research Posters-on-the-Hill (Spring). When the thesis is complete, students and their mentors are invited to submit journal length articles for review and possible publication in the Honors College's refereed, online undergraduate research journal, *The Eagle Feather*. Mentors are also encouraged to collaborate with students on presentations at professional conferences and on publications in refereed professional journals.

Commonly asked research questions

How do I find a research mentor?

We recommend that the student discuss the matter with the advisor in his or her major to see which professors are available as mentors and who might be a good academic fit for the student's interests. Another strategy is to talk with a professor in the major whose class was particularly helpful and enjoyable. If these efforts fail, the Honors College will work with the department to locate a faculty mentor for the Honors student. Remember that a faculty mentor must be a regular faculty member, not a part-time instructor or graduate teaching fellow.

How will I know when to write my thesis?

That is a decision to be made by the student and the faculty mentor. When the student is ready to begin the thesis, he or she will register for the Honors thesis in the department of the major. No thesis may be written in a field in which a student does not have a strong academic background, which would typically be at least 18 credit hours.

How does the thesis process work?

The student's faculty mentor and the Associate Dean of the Honors College must approve and sign off on the thesis plan. The Honors student should contact the Associate Dean of the Honors College at the start of school to get the proper form to complete. The student will write the thesis as an individual project under the supervision of the faculty mentor.

P. Graduation Information

Students who complete the requirements for an Honors College Award will be presented an Honors medallion to wear at their commencement ceremony. As a graduating Honors College member, you will be invited to an event at which medallions are presented. Following commencement, each Honors College graduate will have his or her transcript designated as a permanent record of having graduated through the Honors College.

Graduating seniors need to complete an Honors College Graduation Application packet. The packet is found on the Honors website, Honors.unt.edu > Current Students > Graduation Information > Graduation Information & Application.

Q. Current Information

The Honors College needs to know the student's current email address, postal address, and telephone number. The Honors College strives to maintain accurate databases so that Honors students can be kept up-to-date and provided with important and pertinent information. We appreciate the help of our students in keeping information current and useful.
