

**COLLEGE OF ARTS AND SCIENCES**  
**HONORS PROGRAM GUIDELINES**  
**APPROVED BY THE CAS HONORS COMMITTEE ON 10/14/2009**

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**OVERVIEW**

The UNE College of Arts and Sciences (CAS) offers a broad spectrum of programs in the Liberal Arts and Sciences, promoting knowledge and understanding of the world and providing perspectives on significant issues from multiple viewpoints. A UNE Arts and Sciences student engages in intellectual study and prepares for a rewarding, productive life as well as for a profession or graduate school. The goal of the CAS Honors Program is to further enhance the undergraduate curriculum by providing high performing students with challenging classroom experiences and first-hand exposure to scholarship and research. Honors students participate in intensive, disciplinary and interdisciplinary courses and may chose to work closely with a faculty member on high quality scholarship or research projects within their major field of study. Depending on the respective department, honors students might be required to complete a Written Thesis, Oral Presentation, and Thesis Defense. Upon fulfilling the honors criteria of the department and of the CAS honors program (see below) “Honors” will be indicated on the graduating transcript.

There are two “tracks” in the Honors Program, a Research Honors Option and a Scholastic Honors Option. The Research option includes significant research, scholarship or creative activity under the direction of a faculty member as well as taking a limited number of Honors courses. The Scholastic option entails taking a larger number of Honors courses but does not contain any research thesis or scholarship requirement.

***Scholastic Honors Option***

Completion of at least eight Honors courses with grades of “B” or better, together with an overall GPA of at least 3.50\*, will result in granting of Honors at graduation. These courses can be taken at any time during a student’s career at UNE although they are advised to take at least one course per semester. One of those Honors courses must be the Sophomore Honors Research Seminar, see below. Several department will offer honors sections of courses. Honors students have priority to register for these courses. If additional seats are available non-Honors students with a GPA of at least 3.50\*, or by permission of the instructor, can enroll and will be expected to complete all the work and meet the same standards as Honors students. Honors courses will move at a faster pace, there will be higher expectations and a greater workload than non-Honors

courses. Enrollment in all Honors courses is no more than 20 students. Departments may decide to require an additional capstone course, thesis, paper, or other work to fulfill the departments' Honors criteria or might decide to not offer this scholastic honors option. Please consult the respective department Honors guidelines.

\*: Departments may decide to require a higher GPA. Please consult with your respective department.

### ***Research Honors Option***

Students in the Honors Research track are required to complete a minimum of four honors level courses with grades of "B" or better, together with an overall GPA of at least 3.50\* (details see above) and to complete a research thesis. Two of those Honors courses must be the Sophomore Honors Research Seminar, and the Senior research seminar (see below). The details of the research project are outlined in the respective departments' honors guidelines. Departments are encouraged to require a thesis proposal and a public thesis defense. Additionally, students need to present their research at the Arts and Sciences Research Symposium, which is held at the end of the semester. Departments might decide to not offer this research honors option. Please consult the respective department's Honors guidelines. Upon completion of the thesis a paper copy and an electronic copy (preferably as a pdf file) needs to be submitted to the chair of the CAS Honors Committee.

\*: Departments may decide to require a higher GPA. Please consult with your respective department.

### ***Joining the Program***

Students can join the program and become an "Honors student" by maintaining a GPA > 3.50 (or higher, see respective department honors guidelines), and completing the sophomore research seminar, see below. Students also need a faculty sponsor who signs the Honors application form (see appendix), indicating that he/she thinks the student is suitable for the program and is likely to succeed. By submitting the Honors application form students indicate that they qualify, which track they are planning to take (scholastic or research), and commit to fulfilling all the requirements to graduate with Honors. Being accepted as an Honors student allows for priority registration for further Honors courses. The application must be submitted to the Deans office which will forward the application to the chair of the CAS Honors committee. The application can be submitted anytime between the spring semester of the freshman year and the spring semester of the junior year. Applications submitted during the senior year will not be approved. If submitting the application during the junior year a separate narrative must be attached to the application which describes in detail how the respective requirements can be met in the remaining year, for details see application form.

The **sophomore research seminar** meets for one hour each week. Each week a faculty member from across the breadth of CAS departments will present their research and talk about how they do research. The purpose of this seminar is two-fold. One is to expose students to how research is conducted in academia. The other is to give students an idea of what various faculty members are doing for research to help them select a mentor. In the final weeks of the semester, several seniors will be selected to discuss their research with the sophomores, and professors who hadn't presented earlier in the semester will be invited to give short, five-minute talks on their research.

In the **senior research seminar** honors students in the research track will present and discuss their research to their peers. This interdisciplinary course will give the students a further insight into scholarship in different disciplines and will prepare them for the final thesis defense.

## ***Time line***

### **Scholastic track**

Students who are opting for the scholastic track are advised to take one Honors course per semester to fulfill the requirement of 8 honors courses upon graduation. The application to become an honors student (see above) can be submitted to the Deans office anytime between the spring semester of the freshman year and the spring semester of the junior year. For additional deadlines students need to consult their departments' Honors guidelines.

### **Research track**

Students who are opting for the research track are advised to take one Honors course per year to fulfill the requirement of 4 honors courses upon graduation. The application to become an honors student (see above) can be submitted to the Deans office anytime between the spring semester of the freshman year and the spring semester of the junior year.

Students are advised to find a research mentor for their project in their sophomore year, but not later than in their junior year. Departments that require a proposal for an Honors thesis usually require submission of the proposal in the spring semester of the junior year. For additional deadlines students need to consult their department's honors guidelines.

## **TRANSFER STUDENTS**

Students coming to UNE during their sophomore or junior year can join the Honors program as outlined above. Transfer students can petition to the CAS Honors committee to waive some of the course requirements due to their limited time at UNE, if taking all the courses would create severe scheduling problems. For example, if coming to UNE as a sophomore 2 of the 8 honors courses, or if coming to UNE as a junior 4 of the 8 honors courses might be waived. This waiver is not guaranteed and needs the approval of the CAS Honors committee and the respective department chair. The GPA of 3.5 or higher to enter the Honors program needs to be demonstrated by transfer credit and at least one semester of course work at UNE.

## **ADMINISTRATION**

The *student* is ultimately responsible for developing and implementing the thesis project, as well as insuring that all program deadlines and expectations are met.

The *Chair of the CAS Honors Program* is a faculty member who is responsible for coordinating the framework of the CAS honors program. Specific details will be coordinated by the *Department Chair* in the respective department *or his/her designate*.

The *Faculty sponsor* is a faculty member who, by signing the honors application form, indicates that he/she judges the student a suitable candidate for the honors program. The faculty sponsor can be any faculty who knows the student. There are no further obligations for the faculty sponsor towards the student.

The *Thesis Advisor* is an individual selected by the student to mentor them in the research process. Typically this person is a tenure-track faculty member in the Department, but individuals from other units of the University or even outside the University can serve in this role if they hold an advanced degree in a field related to the student's intended thesis topic.

If you are a double major, you can only become an Honors student in one department.

## **FINANCIAL SUPPORT**

It is the responsibility of the student and the Thesis Advisor to discuss the costs of the Honors research project and to request funds for the project's completion. Limited funding through the Department and/or the CAS Dean's office may be available but is not guaranteed.

## **CRITERIA FOR HONORS COURSES**

Faculty who wish to develop an honors section of an existing course, or a new honors course, need to demonstrate how this course is different from a regular course. An honors course should go in content, depth and scope beyond the material covered in the regular course. This can be achieved by:

- different instructional approach (more student discussion, presentations, research projects, ...)
- higher level of expected thinking, analytical, synthesis or evaluation skills
- faster pace
- more complex reading assignments
- higher level of writing exercises
- more opportunities for the students to take responsibility of their learning
- other means of raising the level of the course

In general:

- a comprehensive final exam that covers the whole semester is encouraged
- a strong writing component is expected
- significant time for student discussions is expected
- rigorous grading is expected
- a lecture only course does not qualify as an honors course

All students enrolling in an honors course must have a GPA >3.50. Students who are already accepted by the CAS Honors Committee into the honors program have priority for registration. Non-honors students who fulfill the GPA requirement can enroll if seats are still available after the honors students selected their courses. The maximum enrollment for an honors course is 20.

All honors courses must be submitted to the CAS Honors Committee and the ACC committee for approval. The CAS Honors Committee evaluates the course based on the criteria described above and makes sure that all CAS honors courses meet the same high standard. After approval through the CAS Honors Committee the ACC committee makes sure that the course fulfills all regular requirements for courses taught in CAS.

Applications for approval as an honors course can be submitted electronically anytime during the academic year to the chair of the CAS Honors Committee. The application needs to contain:

- Syllabus of the proposed honors course
- Syllabus of the respective non-honors course (if applicable)
- Description that addresses in detail how this honors course differs from the regular section of this course? Please specifically address differences in curricular content, instructional approaches, assignments and grading practices.

It is possible to cross-list a regular course with an honors course. In this case a subset of honors students in a regular course are taught at the honors level by creating extra activities, demands, or challenges for these students. This allows for teaching honors sections even when not enough students enroll and subsequently the course would not be offered. For this scenario all of the above applies as well and a separate honors syllabus needs to be submitted and approved.

## FORMS

On subsequent pages you will find the following forms:

- *Honors application form*
- *Application to graduate with honors, research track*
- *Application to graduate with honors, scholastic track*



**COLLEGE OF ARTS AND SCIENCES HONORS PROGRAM  
APPLICATION TO GRADUATE WITH HONORS  
RESEARCH TRACK**

Student's Name: \_\_\_\_\_ PRN: \_\_\_\_\_  
Major: \_\_\_\_\_

I apply to graduate with honors. I fulfilled the following criteria:

My overall GPA fulfills the CAS and departments Honors guidelines (attach copy of your current transcript)

I completed the following four honors courses with a grade of B or better:

1.	<u>Sophomore research seminar</u>	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>
2.	<u>Senior research seminar</u>	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>
3.	_____	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>
4.	_____	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>

Other requirements stipulated by the department (please describe briefly):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I submitted a paper copy and an electronic copy of my thesis to the chair of the CAS Honors committee.

I presented my research at the annual CAS Research Symposium.

Title of research project: \_\_\_\_\_

Thesis advisor: \_\_\_\_\_

Signature of advisor confirming that the project fulfills the standards of an honors thesis

\_\_\_\_\_  
*Thesis advisor signature*

Signature of department chair (or his/her designee) confirming that the project fulfills the standards of the department as an honors thesis

\_\_\_\_\_  
*Department chair signature*

***DO NOT WRITE BELOW THIS LINE***

Checked GPA       >3.50       <3.50      Date checked \_\_\_\_\_  
Honors courses       Approved       Rejected  
Thesis               Approved       Rejected  
Graduates with Honors       Yes       No

Comments: \_\_\_\_\_

Signature \_\_\_\_\_  
*Director of the CAS Honors Program*

Date \_\_\_\_\_

**COLLEGE OF ARTS AND SCIENCES HONORS PROGRAM  
APPLICATION TO GRADUATE WITH HONORS  
SCHOLASTIC TRACK**

Student's Name: \_\_\_\_\_ PRN: \_\_\_\_\_  
Major: \_\_\_\_\_

I apply to graduate with honors. I fulfilled the following criteria:

- My overall GPA fulfills the CAS and departments Honors guidelines (attach copy of your current transcript)
- scholastic track:

I completed the following eight honors courses with a grade of B or better:

1.	<u>Sophomore research seminar</u>				
	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>
2.	_____	_____	_____	_____	_____
	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>
3.	_____	_____	_____	_____	_____
	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>
4.	_____	_____	_____	_____	_____
	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>
5.	_____	_____	_____	_____	_____
	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>
6.	_____	_____	_____	_____	_____
	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>
7.	_____	_____	_____	_____	_____
	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>
8.	_____	_____	_____	_____	_____
	<i>CRN</i>	<i>Title of the course</i>	<i>Instructor</i>	<i>grade</i>	<i>term when course was taken</i>

- Other requirements stipulated by the department (please describe briefly):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of department chair (or his/her designee) confirming that the student fulfills the departments' honors criteria to graduate with honors

\_\_\_\_\_  
*Department chair signature*

***DO NOT WRITE BELOW THIS LINE***

Checked GPA       >3.50       <3.50      Date checked \_\_\_\_\_

Honors courses       Approved       Rejected

Thesis       Approved       Rejected

Graduates with Honors       Yes       No

Comments: \_\_\_\_\_

Signature \_\_\_\_\_  
*Director of the CAS Honors Program*

Date \_\_\_\_\_

## CHECKLIST OF HONORS REQUIREMENTS

To graduate with Honors you need to fulfill both, the CAS and the departments requirements.  
Fill in your departments requirements.

	<b>CAS requirements</b>	<b>departments requirements</b>
GPA	at least 3.50	<i>check for departments GPA requirement</i>
Scholastic track	Sophomore Honors Research Seminar  7 additional honors courses with grades of "B" or better	<i>check for department specific course requirements</i>  <i>check for additional departments requirements</i>
Research track	Sophomore Honors Research Seminar  Senior Research Seminar  2 additional honors courses with grades of "B" or better  Research thesis, submitted as pdf file to CAS Honors committee chair  Presentation of the Honors project at the Arts and Sciences Research Symposium	<i>check for department specific course requirements</i>  <i>check for department specific thesis requirements</i>  <i>check for additional departments requirements</i>

## TRANSITION PLAN

The new CAS Honors program will be implemented in the spring semester 2010.

The following transition plan applies:

You are a senior in the academic year 2009/2010 and plan to graduate in 2010:

If you are already working on an honors thesis project approved by your department, none of the requirements above apply. You have to fulfill all your departments current requirements to graduate with honors.

You are a junior in the academic year 2009/2010 and plan to graduate in 2011:

You need to apply to the CAS honors committee using the respective form by the end of the academic year 2009/2010.

For the research track the requirement of 4 Honors courses will be waived because not sufficient honors courses are currently offered. The requirement to present the research at the Arts and Sciences Research Symposium and to submit a pdf file of the thesis applies.

For the scholastic track 2 of the 8 honors courses will be waived. The requirement of the Sophomore Research seminar will be waived as well. Check with your department whether specific honors courses are required.

You are a sophomore in the academic year 2009/2010 and plan to graduate in 2012:

You need to fulfill all the requirements spelled out in the document above.