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Greetings and welcome to the Lee Honors College!

In order to facilitate your orientation to the Lee Honors College (LHC) we have prepared an official Handbook which we hope you will use as a guide to review our program of study and answer most, if not all, of your questions. This handbook explains the requirements, rules and regulations you must follow in order to graduate from the Honors College. We highly recommend that you keep this for all of your years here and consult it first when a question arises. Should there be any significant changes in requirements or procedures we will notify you of those changes via email. Generally speaking, you will be governed by the Lee Honors College Handbook in effect at the time of your admission to the Honors College.

Our general goal is to provide you with the best honors education possible. One facet of that goal is to familiarize you with our academic guidelines. You will find that material in this handbook. You may think of it as the “nuts and bolts” of being a successful honors student who graduates in the normal time frame of your curriculum.

However, even with this information, we encourage you to call us if you have any questions that arise in the course of your education at the Honors College. We have a full-time advisor and a part-time graduate student to assist you. To talk to an advisor or make an appointment, please call us at 387-3230.

In general, the thrust of the program is to provide: (1) a broad base of general introductory courses which focus on writing, primary sources, group discussion, and critical thinking, and which foster intellectual connections among these courses; (2) a more focused group of interdisciplinary or cross-disciplinary seminars, usually at the junior-senior level, which continue to develop your problem-solving abilities and your competence in considering and using other areas of study to analyze complex issues; and (3) a capstone thesis or project which focuses and applies these skills in creative expression and critical thinking and which provides you with a tangible, marketable product for your future professional endeavors.

More specifically, we want to inform you that your requirements in the Lee Honors College parallel your other commitments to university programs. In other words, in many cases you will fulfill your university requirements and Honors College requirements at the same time, but with honors courses rather than traditional courses (i.e., you can take an honors section of Math 1220, which fulfills both your general education math requirement and one of our requirements).
GENERAL REQUIREMENTS AND EXPECTATIONS

Please note: all honors students must fulfill the general university requirements as well as the specific requirements of their majors and minors.

Upon completion of the following requirements you will graduate from the Lee Honors College with recognition in the commencement program and a special notation on your diploma and academic transcripts.

Lower Level Course Requirements

Students must take either: (a) two designated clusters as listed in the Lee Honors College course book, (b) one designated cluster, plus enough additional single honors classes to reach a total of five classes, or (c) five single honors classes. Labs required as part of a course (e.g. Biology 1100 or Psych 3980) do not count as separate courses. Since the academic quality of our students is so high the LHC, in most cases, allows our freshman and sophomore students to take 300 level honors courses.

Upper Level Course Requirements

Enroll in a minimum of two honors courses at the 300-500 level. Students may substitute an independent research-oriented study, an internship or experiential learning experience, or study abroad for one of the two upper-level courses. Taking the honors thesis for credit does not constitute an upper-level course.

Honors courses must be taken for a letter grade; they may not be taken for credit/no credit.

It is the Lee Honors College policy that students who enter with any status other than ‘first-semester freshman’ will have to fulfill the LHC requirements indicated in their letter of acceptance.

The Thesis

Overview

In order to graduate from the Lee Honors College all students must complete, defend and submit a thesis project to the Honors College. This normally is done in the semester you wish to graduate. It may, however, be done earlier if it is agreed upon by the student and the thesis mentor. The thesis is due by the last day of the academic semester in which you graduate. Exceptions are possible with the approval of the Dean.

The thesis must be chaired by a faculty mentor and approved by at least one other member knowledgeable in the discipline or an allied discipline (Most thesis committees typically have a chair and two committee members.) A copy of the final project must be filed with the Lee Honors College.
The nature of this thesis varies with your field of study and interests. For example, you may do a traditional research paper, a public performance, a work of art, a design project, or business plan, etc., which is typical of work in your major field and approved by the chair of your committee and your other committee members. For more information about this please go to our homepage www.wmich.edu/honors and click on thesis information or make an appointment with the Dean of the Honors College.

Thesis Declaration Form

The Thesis Declaration Form must be completed two semesters before you plan to graduate. This form is available at the Honors College website. The Dean will review all thesis declaration forms.

Request for Certificate of Oral Defense Form

The Request for Certificate of Oral Defense Form should be completed approximately two weeks before you defend your thesis. This form is available at the Honors College website.

Taking the Thesis for Academic Credit

You have the option of receiving academic credit for your honors thesis. If so, you should complete the form to enroll in HNRS 4990. (This cannot be used to fulfill an LHC course requirement.)

HNRS 4990: The Honors College Thesis (3-6 hrs) consists of the design, writing, and defense of a directed research project appropriate to the major disciplinary area of the student.

The Undergraduate Studies Council approved the Honors College Thesis (HNRS 4990) as meeting the baccalaureate writing requirement. Therefore, students who complete the thesis and register for HNRS 4990 can fulfill the baccalaureate level writing requirement.

While you may take the thesis for academic credit, you cannot earn both internship/independent study credit and thesis credit for the same project.

Cultural Events

As part of your freshman requirements, freshmen at the Lee Honors College have to attend six cultural events and submit a brief reflection of each performance (usually one paragraph is sufficient). They can be turned in at the information desk of the Honors College or submitted electronically through the Honors College website.

Students in the College of Fine Arts are expected to choose cultural events outside of their major area of study. Examples of cultural events include:
o plays, musicals, serious films,
o musical performances,
o public speeches and presentations,
o lectures and programs sponsored by the Lee Honors College,
o concerts presented by the departments of Music and Dance,
o poetry readings or symposia presented by academic departments,
o films at WMU’s Little Theatre or Kalamazoo College’s foreign film series,
o plays presented by the Department of Theatre, and
o exhibitions at WMU’s exhibition halls or the Kalamazoo Institute of Art.

Should you have questions about the validity of the event you are to attend, please call the Honors College (387-3230) in advance and talk to one of our advisors.

The list of cultural events does not include raves, hootenannies, hockey games, visits to tattoo parlors, square dances, or concerts of popular music, etc. Do not assume, simply because an event is held in the Miller Auditorium, that it automatically counts toward your cultural event requirements. Such events, however, may be enjoyable to attend in your free time.

POLICIES AND PROCEDURES

Academic Standing Policy

Good Standing

A student is in good standing whenever the student’s overall grade point average is at least 3.25.

Warning

Whenever the grade point average for any enrollment period is less that 3.25, but the overall grade point average is 3.25 or above, the student will be warned.

Probation

The student will be placed on probation whenever the student’s overall grade point average falls below 3.25.

Extended Probation

The student will be placed on extended probation when following a semester on probation the student’s overall grade point average is below 3.25 and the grade point average for the enrollment period is 3.25 or above.
Final Probation

The student will be placed on final probation when, following a semester on extended probation, the student’s overall grade point average is below 3.25 and their grade point average for the enrollment period is 3.25 or above.

Dismissal

Students on probation, or extended probation, who fail to achieve at least a 3.25 grade point average for the enrollment period; or students on final probation who fail to achieve a 3.25 overall grade point average will be dismissed from the Lee Honors College.

Satisfactory Progress Toward Degree

Honors students are expected to complete between 4 and 5 honors courses in their first two years (See Lower Level Course Requirements). Normally, unless you are fulfilling your lower level requirements by taking clusters, you are expected to take at least one Honors course each semester during the first two years. Students in highly structured programs such as Fine Arts and Nursing will have extra latitude in meeting this expectation.

Students who go more than two consecutive semesters without taking an honors course will face the prospect of dismissal from the Honors College.

Independent Study Options

The following variable credit (1-6 credit hours) courses enable honors students to enroll in experiential or independent learning opportunities. Typically, students take one of these courses for 3 credits, which may then be repeated a second time for non-honors course credit (i.e., Students may only receive credit toward their honors course work requirements for one 3 credit hour course). These courses can only be enrolled in upon approval by the Dean of a request outlining the proposed learning experience. The appropriate forms for submitting proposals are available on the Lee Honors College website.

**HNRS 3990: Field Experience.** Variable credit for an organized association with a person or agency involving work and learning activities related to a significant academic interest of the student.

**HNRS 4950: Individual Studies.** Variable credit for directed individual study lasting one or several semesters, which explores subject matter or approaches to knowledge outside the usual course structure.
In order to sign up for the above courses you are required to have completed two honors classes and have achieved sophomore status.

Study Abroad

We strongly encourage you to participate in a study abroad program if at all possible. We accept your study abroad experience, either through a WMU or other university approved program, as a substitute for one of your upper level honors courses.

To receive honors credit for your study abroad experience, you must turn in to the Honors College a copy of the ‘blue sheet’ that you complete for the Office of Study Abroad, so we can place it in your file. The Study Abroad office is housed in the Diether H. Haenicke Institute for Global Education. Call 387-5890 for further information.

Communication and Information

While we make every effort to inform you of events and necessary information about the LHC, it is also your responsibility to stay in touch with us. We have a website which has an active calendar (http://www.wmich.edu/honors). Additionally, we send out group emails to you on a regular basis and expect you to check them with some regularity. We also post information on various bulletin boards at the Honors College. We are responsible for notifying you of pertinent information, but you must be responsible for receiving it, so please check our messages regularly.

Feel free to contact us directly by email:

Dean Keith Hearit: keith.hearit@wmich.edu
Advisor Sue Oole: sue.oole@wmich.edu
Office Assistant: holly.mathews@wmich.edu
Scholarship Advisor: john.martell_jr@wmich.edu

All official Lee Honors College electronic communication will be sent to your official WMU email address; please check it regularly. According to University policy, the Honors College is allowed to respond to your messages only if they come from your WMU student account.

ADVISING

Academic and career advising is an important benefit available to all honors students. We urge you to visit your academic advisor in the Honors College at least once a year.

Freshmen are required to attend Mandatory Freshman Advising in October during their first semester at WMU. Times for group advising will be announced. Please consult your email on a regular basis for this information.

Ms. Sue Oole and the Graduate Assistant are the academic advisors for all coursework-related advising.
Dr. Hearit is the advisor for thesis projects and graduate school, as well as the Dean’s Summer Thesis Award and the Undergraduate Research and Creative Activities Award.

Dr. John Martell is the advisor for prestigious scholarships and fellowships.

We ask that you call to make an appointment so that you can be assured that we will have time for you. We are available for drop-in appointments most days, and can be reached by telephone (387-3230) or email. Remember, we need your help to set up appointments so that we can serve the greatest number of students.

**PRIORITY COURSE REGISTRATION**

All members in good standing of the Lee Honors College are eligible for special priority registration privileges. This means that you may register at the announced time for Lee Honors College students or any time thereafter by going to the GoWMU portal. The computer system will identify you as a member of the Lee Honors College. If you experience problems registering, call the Honors College office at 387-3230.

Please note that with the exception of a small number of cross-listed courses, honors courses are restricted to honors students and, in a very few cases, to majors. The call numbers printed in the Lee Honors College course book are for your use only. Please use them to register for these honors courses.

**AUDITS**

There are two types of audits for honors students: one from the LHC and one from the University when you apply for graduation.

**Honors College Audits**

Lee Honors College audits are conducted on an annual basis and address your progress in completing your honors requirements for graduation. They are completed each summer, after which you will receive a letter (mailed to your permanent address) from the Honors College informing you about your current status. Nonetheless, it is particularly wise to check with Sue Oole at the beginning of your senior year to make sure you have fulfilled our requirements.

**Graduation Audits**

University audits are initiated when you are about to begin your senior year. This audit determines whether or not you have fulfilled all university requirements, general education, majors, minors, etc. You should apply for your graduation audit at your college of your major advising office. For additional information, please check your undergraduate catalog under Graduation Procedures.
STUDENT GROUPS

There are three organizations open to honors students, the Honors Student Association (HSA), the honorary society Alpha Lambda Delta (ALD), as well as the Phi Kappa Phi honorary for upper classmen. Every student is automatically a member of the HSA, so we encourage you to be active.

Freshmen may join Alpha Lambda Delta if they achieve a 3.5 GPA in the first semester or year of full-time study. Normally, you will be sent a letter from our office, but do not hesitate to contact Sue Oole, who serves as the advisor for both groups, if you have any questions.

Upper classmen who are in the top 10 percent of their class are invited to join the Phi Kappa Phi honorary as juniors or shortly before they graduate.