Honors Program Handbook for Students

Cuyahoga Community College ®

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Cuyahoga Community College

Mission

To provide high quality, accessible and affordable educational opportunities, and services—including university transfer, technical and lifelong learning programs—that promote individual development and improve the overall quality of life in a multicultural community.

Vision

Cuyahoga Community College will be recognized as an exemplary teaching and learning community that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

Honors Program Mission

The Honors Program at Cuyahoga Community College is for intellectually curious, academically engaged and creative students seeking dynamic classroom and extracurricular learning experiences. Students who are accepted into the Honors Program join a diverse community of peers from every background, including students who are just beginning their academic journey and students who are well on their way.

Honors Program Goals

The Program will accomplish its mission by achieving the following goals:
- Attract and retain a diverse group of initiative-taking students with high academic ability and creative talent.
- Offer curricula that are innovative, interdisciplinary, and appropriate to advanced learners, with an emphasis on stimulating and participatory course work, experiential learning activities, and the use of primary sources for research.
- Incorporate co-curricular activities that broaden an appreciation for the arts and for diverse cultures and points of view.
- Promote communication and intellectual exchanges between and among Honors students and faculty.
- Develop students who are more engaged in and knowledgeable about the community.
- Develop program graduates with advanced communication, reasoning, problem solving and critical thinking skills.
- Encourage and facilitate the transfer of our Honors graduates into the Honors programs of regional four-year colleges and universities.
- Enhance the image of the College as an institution of higher education associated with quality scholarly pursuits and activities.

Introduction

To prospective Honors Program Members: If you meet the membership criteria, we hope that you will join the Honors Program. The information contained in this handbook will give you a good idea about the various components of the program, and some of the advantages of being a member. However, they cannot give you a sense of the membership intangibles — developing close new friendships, being more fully and positively engaged in your learning, broadening, and deepening your learning experiences, and developing greater self-confidence in your abilities and talents. The best way to get a sense of this is to talk with current members who are active in the program. A world of exploration and development awaits those who become members.

To current members of the Honors Program: This handbook is intended to answer many of the questions that you may have about membership scholarships, and to help you take full advantage of the many benefits and opportunities of being a member. However, keep in mind that we are continually improving the Honors Program and the experiences we provide for our members. With this in mind, don't hesitate to offer your suggestions on how we can make the program better. Our goal is to create an exemplary community college Honors program, one whose graduates are in demand by transfer universities and employers because they are known to be the best students to come out of the Tri-C college experience.

Active Membership in the Program: Honors Program members are expected to actively participate in the program, including taking Honors classes and completing program-sponsored activities.

Honors Program Staff

The **faculty coordinators** are the primary student contacts for day-to-day Honors Program activities. Prospective members are strongly encouraged to meet with the faculty coordinator on their campus prior to joining the program. They can offer invaluable help in understanding program requirements and the application process and answer any questions you may have about the program. They can also introduce you to current program members and, in general, help assure a smooth transition into the program. Current members find the **faculty coordinators** to be their most valuable resource for all aspects of the program, including identifying the most appropriate Honors classes to take, getting signed up for Honors contracts and Honors independent study classes, and providing tips on how to get the most out of the Honors Program. They are a valuable first line of inquiry for all things associated with Honors at Tri-C. They are also the people with whom you should share your suggestions for improving the program, and any concerns you may have about the program or your participation in it.

Membership

Program Admission Requirements

Students eligible for the Honors Program are added to our current student list at the beginning of each semester. Admission dates may affect scholarship award amounts and a student's Honors Program designation upon graduation or ending studies at the College.

In general, new Tri-C students who score at the Honors level in English <u>or</u> Math, either through ACT or SAT testing or the Tri-C placement exam (see the chart below), are eligible for Honors Program membership. Otherwise, any continuing student who completes 12 or more credits of college-level academic coursework* and has a cumulative GPA of 3.25 or higher is eligible. Other academic achievements of recent high school graduates or new students who have attended another college or university can also count towards program eligibility. If in doubt about your eligibility, discuss the situation with the Honors faculty coordinator on your campus or contact the Honors Program director.

Note: "College-level academic coursework" refers to courses at the 1000 and 2000 level, or comparable designations at other institutions, in academic disciplines and does not include courses deemed not to be of an academic nature.

Member Status

The academic records of Honors Program members are reviewed after each fall and spring semester and summer term. A member's status will be determined based on the criteria described in the table below. In addition, an active member of the Honors Program must be an official student at the College in good standing regarding the Student Code of Conduct.

For convenience, the Honors Program membership criteria have been summarized in the following table. However, interpretation and assignment of any individual member's status is at the sole discretion of the Assistant Chair, Jack, Joseph and Morton Mandel Humanities Center, whose decision is final.

Membership Status criteria summary for Tri-C Honors Program students

GPA[1]	Enrolled in Honors courses	Participating in Honors Activities and Service	then Membership Status is:
at least 3.50	Yes[2]	Yes[2]	Good Standing
3.25-3.5	Yes[2]	Yes[2]	Conditional
3.00-3.24	Yes	Yes	Probation (two semesters only)
At least 3.50	No[3]	No	Associate
less than 3.00	Yes or no	Not available	Contact Director[3]

1 _ at the discretion of the Assistant Chair, Jack, Joseph and Morton Mandel Humanities Center, an Honors

Program student's GPA calculation may exclude coursework completed at an early stage of the student's college career as long as the student has demonstrated subsequent substantial improvement in coursework performance.

2 – a one-semester lapse may be allowed as long as the student demonstrates a commitment to future participation.

3 – exceptions for good cause are available. Contact the Assistant Chair, Jack, Joseph and Morton Mandel Humanities Center for info.

- **Good Standing**. The student is eligible for all Honors Program rights and benefits. This is the expected status of all members of the Program except for Conditional <u>new</u> members.

- **Conditional**. The "condition" attached to this status generally is that the new member must earn at least a 3.50 semester GPA each semester in which they are enrolled until achieving a 3.50 cumulative GPA, at which point the student's status reverts to Good Standing. If the student fails to meet the "condition," his/her status reverts to Probation. A Conditional member is eligible for Honors Program scholarships and Activity subsidies; however, scholarship amounts will be at a lower rate than for Good Standing members.
Probation and **Associate**. A member with Probation or Associate status is not eligible for Honors Program scholarships or Activity subsidies. Probation members must achieve a minimum 3.25 cumulative GPA at the end of the semester following Probation status or else be subject to dismissal from the Program.

- **Dismissed**. A student failing to meet minimum GPA, Probation and/or student conduct requirements (see below) will be dismissed; the student is no longer a member of the Honors Program. Students dismissed from the Program for academic reasons may reapply at such point

as they meet the criteria for admission. **Member dismissal is at the sole discretion of the Assistant Chair, Jack, Jospeh and Morton Mandel Humanities Center, whose decision is final.**

Student Conduct. An Honors Program member is expected to exemplify the mature and appropriate conduct of an adult college student at all times. A Program member disciplined by the College for misconduct resulting in Probation or Suspension either reverts to Honors Program Probation status, regardless of GPA, or is dismissed from the Program at the sole discretion of the Assistant Chair, Jack, Joseph Morton Mandel Humanities Center, whose decision is final. A Program member disciplined by the College for misconduct resulting in dismissal or expulsion from the College is automatically dismissed from the Honors Program.

"Stopping Out." An Honors Program member in Good Standing who "stops out" (takes a temporary break from classes at the College with the intent to resume studies in the near future) may submit a written request to retain Associate membership in the Program for up to two (2) calendar years; Program status will revert to Good Standing upon resumption of enrollment in classes at Tri-C. All other Program members who "stop out" for more than one (1) semester may be Dismissed from the Program and must reapply for membership, but their previous membership may be considered in the re-admission decision.

Membership Variance. In rare cases, an Honors Program member's status may vary from the listed criteria when substantial benefit to the Program or other significant extenuating circumstances can be demonstrated. Variances will be made at the sole discretion of the Assistant Chair, Jack, Joseph and Morton Mandel Humanities Center, whose decision is final.

Honors Curriculum

Honors Program members are expected to enroll in Honors courses as appropriate to their capabilities and program of study. Students are still expected to enroll in them as they are able as long as that enrollment is consistent with and supports the student's Academic Plan.

Honors Course Credit Hours

Honors Course Credit Hours are earned by taking any form of an Honors course. In addition to regular Honors classes, members may also take Honors Contracts, Honors Independent Study and/or Honors Special Topics classes. All Honors courses are identified by an "H" designation, such as ENG 101H, SOC 179H or HIST 282H. Honors courses are open to all students who meet course prerequisites; membership in the Honors Program is not required unless that is a specific prerequisite (see Honors Special Topics).

Honors Contracts are one-credit add-ons to either an Honors or non-Honors course. For example, a student may take a regular history course, such as HIST 2080, and add an Honors contract, HIST 279H, with the approval of the primary course instructor and the Honors coordinator. An Honors Contract represents approximately 45 hours of additional coursework at the Honors level. Honors Contracts are numbered 179H when associated with a 1000-level course, and 279H when associated with a 2000-level course. IMPORTANT: Honors Contracts do not turn a non-Honors course into an Honors course – the Honors credit applies only to the Contract unless the Contract is attached to an Honors course (a course that has an "H" in the course number).

Honors Independent Study courses are usually stand-alone courses in which a student works under the guidance of a professor on a special project of interest. The details of the research project are worked out ahead of time with the instructor. Students doing Honors Independent Study are required to have earned "A's" or "B's" in previous Honors courses (see course prerequisites). Honors independent study may be done in any discipline and can be set up for 1 to 3 credit hours, depending on the anticipated amount of work (each credit of independent study assumes approximately 45 hours of work). Honors Independent Study courses are numbered as 182H for freshman-level work and 282H for sophomore-level work.

Honors Special Topics courses may be created in situations where Honors faculty may wish to try out innovative learning approaches or offer special subject matter for which a course does not currently exist. Successful Special Topics courses may be converted into regular Honors courses. Honors Special Topics courses may be offered in any discipline, are numbered as 180H (freshman level) or 280H (sophomore level) and may be set up for any number of credit hours, where each credit hour represents approximately 45 hours of class and out-of-class work. If the Honors Program provides financial support for the course, enrollment may be limited to members of the Honors Program, or non-program members might be charged a special fee.

Honors Program Activities

A key component of the Honors Program is the availability of diverse social and service activities and learning experiences offered to complement classroom learning. **Honors Program students are expected to complete 10 Honors activities during your time at Tri-C prior to graduation.** Eligible Honors Program Activities can be social or service-based activities. Eligibility of an activity will be determined by the Honors Program department as you submit your activity completion through the "Honors Program Activity Submission" link on the Honors program website.

Honors Program Gear: As an Honors Program member, you are eligible for Honors Program gear (t-shirts, hoodies, bags, etc.) once you have completed a minimum of 1 Honors course and 3 Honors Program activities.

Multiple Program Memberships: Honors Program members who also belong to other programs such as Mandel Scholars Academy, Honors Program Fellowship, Choose Ohio First and Phi Theta Kappa may apply any documented activity performed through their other programs to their Honors Program activity obligations. Contact the Honors and Scholars Programs Director for more information.

No-Show policy: In most cases, tickets for Honors Program Activities are purchased in advance to take advantage of group discounts and to get group seating. An Honors Program Good Standing or Conditional member who reserves a ticket but then does not attend the Activity (a "no-show") may not attend any subsequent Activity until they reimburse the Honors Program the cost of the "no-show" ticket. The only exception to this policy is if another Honors Program member uses the ticket, resulting in no unnecessary cost to the Honors Program.

Scholarships

The Honors Program provides Honors Scholarships that are available only to Honors Program members (excluding members of the Mandel Scholars Academy, Honors Program Fellowship and Choose Ohio First). **Members may qualify for more than one form of scholarship in a given semester.** Scholarship award amounts vary depending on several factors, including length of time in the Program, cumulative GPA, and the number of Honors credit hours the student has taken. In addition, a student must be enrolled in classes totaling at least six credit hours in the semester to be eligible. In general, the full amount of a scholarship is only available to students with a cumulative GPA of 3.50 or higher who have been in the Program for at least one full semester. The awards are reduced by 50% for those in their first full semester in the program. Each of those award amounts are reduced by 50% for those members whose GPA is below 3.50, but at least 3.25. Members whose GPA is below 3.25 are not eligible for Honors Scholarships.

One of the primary purposes of the Honors Scholarships is to financially support those members actively earning Honors course credits, or who have demonstrated diligence in doing so. **In all cases, Honors course credits will count towards Honors Scholarship eligibility only if a grade of "A" or "B" has been earned in the course(s). A grade of "P" is <u>not</u> eligible.**

Three different Honors Scholarships are available:

<u>Member Honors Scholarships</u> are tied to the number of Honors course credits a member student is taking in the semester of the scholarship. Award amounts vary depending upon the factors discussed above, and currently range from $100 to $800. A member enrolled in an Honors class that is subsequently cancelled by the College is still eligible for the Member scholarship they would have otherwise received for taking that class. Member scholarships can be combined with a Performance Scholarship or a Loyalty Scholarship, but not both.

<u>Performance Honors Scholarships</u> are tied to the number of Honors course credits taken and passed with an "A" or "B" in the immediately preceding semester (fall, or spring+summer). Those credits must also have been earned while the student was a member of the program, so this scholarship applies to members in at least their second full semester in the program. Currently, scholarships in this category range from $100 to $300.

<u>Loyalty Honors Scholarships</u> apply to members who have already earned "A's" or "B's" in Honors courses totaling at least 12 credit hours. As with the Performance scholarship, the student must be in at least his or her second full semester in the program. Currently, Loyalty scholarships range from $200 to $500.

Honors Program Scholarships – General Information and Instructions

Honors Program Scholarship Categories, Amounts and Conditions

Honors Program Scholarship	Minimum Required Course Load	Other Requirements	With a 3.5 or higher GPA	With a 3.25-3.49 GPA
Member Scholarship	3 honors credits; 6 credits total	If 1st full semester in the Honors Program	$200 for 3-5 honors credits; $300 for 6-8 honors credits; $400 for 9 or more hon. cr.	$100 for 3-5 honors credits; $150 for 6-8 honors credits; $200 for 9 or more hon. cr.
		If at least 2nd full semester in Honors Program	$400 for 3-5 honors credits; $600 for 6-8 honors credits; $800 for 9 or more hon. cr.	$200 for 3-5 honors credits; $300 for 6-8 honors credits; $400 for 9 or more hon. cr.
Performance Scholarship	6 credits total; At least 2nd full semester in the Honors Program	Earned A or B in 3-5 Honors credits in previous semester	$200	$100
		Earned A or B in 6 or more Honors credits in prev. semester	$300	$150
Loyalty Scholarship	6 credits total, 12 if combined w/ Member Scholarship; At least 2nd full semester in Honors Program; **Cannot combine with Performance Scholarship**	Earned A's or B's in 12-14 Honors credit hours	$400	$200
		Earned A's or B's in 15 or more Honors credit hours	$500	$250

Read carefully:
1. Honors Program scholarships are available only to members of the Honors Program.
2. Honors Program scholarships are automatically awarded to eligible students; **you do not need to apply**.
3. You must take a minimum of 6 credit hours in the semester to which the scholarship applies to be eligible for any scholarship.
4. If you qualify for each, you may be awarded both the **Member** and **Performance** scholarships OR both the **Member** and **Loyalty** scholarships. However, **you CANNOT be awarded all three scholarships in one semester/term**.
4. You must be registered for the required courses/credit hours **before** any award will be made.
5. Your enrollment status at the end of the semester of the award will be used to verify that you have complied with scholarship eligibility. If you drop a course and that puts you below the minimum required credit hours, your scholarship will be rescinded—this will show as a negative amount in your student account and you will be responsible for paying the College that amount. Failure to do so will affect your ability to register for the following term and will have other consequences typical of a delinquent account.
6. The grade point average (GPA) used to evaluate award eligibility is your official Tri-C cumulative GPA at the completion of the semester immediately prior to the semester of the award. For example, Honors Program scholarships for the spring semester are determined using the cumulative GPA after grades have been posted for the immediately prior fall semester.
7. Honors Program scholarships are awarded on a semester-by-semester basis: a change in your academic status from one semester to the next can affect your eligibility for a scholarship.

8. Honors Program Scholarships are considered financial aid and as such must adhere to all federal and state guidelines for financial aid.
    a. Total financial aid cannot exceed the student's cost of attendance. If the total financial aid award amount does exceed the cost of attendance, the student can reduce other forms of aid in order to get the entire scholarship amount, such as reducing the number of hours under work-study.
    b. The Cost of Attendance is computed on an annual basis. Refer to the *Handbook for Student Financial Assistance* or contact a Financial Aid office for details.
    c. **College Credit Plus students are not eligible for Honors Program scholarships**.
9. Advertisement of the Honors Program scholarships is made in good faith, but the College does not guarantee any specific amount of funds will be available for these scholarships. We anticipate we will have between $35,000 and $50,000 available for Honors Scholarships each fall and spring semester. Awards will generally be made in the order that eligible members enroll in Honors classes until the award money allocated for the semester is exhausted. Therefore, you should **register for Honors classes early**.
10. Where length of membership in the Honors Program is a consideration, only the fall and spring semesters apply.
11. Eligibility for Honors Program scholarships is determined by the Assistant Chair, Jack, Joseph and Morton Mandel Humanities Center, whose decision will be final. If you believe the decision regarding your Honors Program scholarship was incorrect, you may appeal to the Assistant Chair, Jack, Joseph and Morton Mandel Humanities Center, for a review, but must do so no later than 30 days before the end of the semester/term in which the scholarship was or should have been awarded.

Honors Program Recognition

Honors Program Graduation Recognition

Graduate of the Honors Program

Honors Program members who complete their studies at Cuyahoga Community College and meet the following qualifications become eligible for the Honors Program Graduate acknowledgement in the commencement program, as well as receive an official Honors Program certificate and pin at the end of Spring semester:

- earn an Associate Degree at Cuyahoga Community College while an Honors Program member in Good Standing, and;
- earn an "A" or "B" in at least 3 – 4 Honors courses ("P" grades do <u>not</u> count), and;
- maintain a cumulative GPA of at least 3.50, and;
- complete 10 Honors Program Activities