



HONORS HANDBOOK

Admission to Honors—Incoming first-year students are invited to enter the Honors Program based on their high school GPA. Any incoming students who do not meet the requirements may apply after one academic year. Any entering first-year students who were not invited but who wish to be considered for the program should contact the Honors Program Director for a transcript review and interview.

Students transferring to the college may apply to join based on college and high school transcripts. Current Anna Maria College students interested in joining the Honors Program must apply prior to the second semester of their junior year, they must meet the minimum GPA requirements (freshmen: 3.0, sophomore: 3.1, junior: 3.2), and they must receive recommendations from two faculty members, one of whom should have had the student in ENG 103 or ENG 104 (exceptions can be arranged by the director for students who had AP credits for both courses or who transferred to the college after completing their freshmen writing requirements).

Course Requirements Under the Honors Traditional Program—(note: students entering after spring 2017 must do the Honors 100 program)—Honors students must take 7 Honors courses. These are:

1. Freshman Composition (ENG 103)
2. First Year Experience (AMC 100)
3. Introduction to Philosophy (PHI 110)
4. Writing through Literature (ENG 104)
5. Introduction to Theology (THE 210)
6. Catholic Worldview (THE XXX)
7. Honors Thesis (HON 490)

In addition, students must also complete a Cultural Immersion requirement.

The Honors Thesis course will be designed to meet the General Education capstone requirements. It is up to the individual majors to decide if this will also fulfill the major's capstone requirement. If Honors students have to take a separate capstone for their majors, they may be able to have the Honors Thesis count as their Writing for Career and Creativity General Education requirement. The projects will be done under the supervision of an Honors faculty member and a faculty member in the student's field who will serve as Subject Advisor.

Cultural Immersion Requirement—At some point during their time in the Honors Traditional program, students must complete a cultural immersion requirement. This requirement must be fulfilled by a trip that involves immersion in another culture and has a credit-bearing educational component. By the end of the semester in which the student completes this requirement (or the first week of Fall semester for those who study over the summer), the student must submit a 3-page reflection on what they learned about the culture through the immersion experience. The reflection is due at the end of the semester in which the travel occurred. This requirement may be fulfilled by a short term, summer, or full-semester study abroad program.

Students for whom this requirement may be an overwhelming burden may submit a letter explaining the problem to the Honors Council (only the faculty members of the Honors Council will be involved in this). If the Honors Council accepts the explanation, they will devise an alternative assignment (note: this assignment will be time-intensive—it is not meant to simplify the requirement, just offer an alternative for those for whom a trip away may not be possible).

Students enrolled in the Honors 100 Program may still do a Cultural Immersion course for Cultural points.

Honors Contracts—Honors Contracts allow students to earn Honors credit in non-Honors courses at Anna Maria College. A student works with their professor to design additional research, writing, or a creative project worthy of Honors credit. Honors Contracts enrich and expand the student's depth of knowledge while encouraging collaboration and exploration beyond the standard coursework.

Honors Contracts for Traditional Honors Students:

Students entering the Honors Traditional program after first semester or who are in that program but have AP credits must make up the credits with an Honors Contract, at least half of which must be in GE Exploration courses not in the students' majors. Students who do not have any GE Exploration courses not in their majors left can negotiate with the faculty on Honors Council for other classes. No more than 4 classes can be made up with Honors Contracts; therefore, students entering the program at the beginning of their sophomore year must be able to take the last three courses through the Honors sections. This only applies to late admission to the program, however.

Since the Honors Contracts are designed for expanding the programs offerings and not substituting for offerings, and because taking a required class with an Honors Contract means the student is not participating with the other Honors students or contributing to the discussions and learning of other Honors students, only one required course can be done by Honors contract if needed. A student should consider if he/she can realistically meet the requirements of the program before joining.

Honors Contracts for Honors 100 Students:

Over the course of their time at the college, students in the Honors 100 program may do up to 4 Honors contracts for Academic points.

Honors Contract Deadlines:

Students interested in doing an Honors Contract should confirm that their professor is willing to work with them at the beginning of the semester. The student should then meet with their professor to develop an Honors Contract project and prepare a proposal during the first two weeks of the course. The student must then fill out an Honors Contract Proposal form, obtain the professor's signature, and submit the proposal to the Honors Program Director for approval by the end of the second week of classes. If approved, the student and professor will be notified via email. If rejected, the student will receive feedback with the possibility to revise and resubmit. Honors Contracts must be approved by 5:00pm on the Friday of Week 3.

Students must complete their Honors Contract project and submit it to their professor by 5:00pm on the Friday of Week 14. Faculty must approve Honors Contract completion by the time grades are submitted for the semester and notify the Honors Program Director.

(Note: For an 8-week accelerated online course, the student is responsible for completing the Honors Contract Proposal and submitting it to the Honors Director by the end of the first week of classes. Additionally, the student must complete the project and submit it to their professor by 5:00pm on Friday of Week 8.)

General Policies for Honors Contracts:

Whether or not a student can do an Honors Contract in a class is at the discretion of the instructor of the class. Students should establish the contracts with full-time faculty.

Honors Contract projects should require additional work that is roughly 10%-15% more than the course's standard workload. The Honors Contract is an extra project and should not have any effect on the student's overall grade for the course. The student should be graded on course assignments and requirements alone. An Honors Contract project does not receive its own grade. When reviewing an Honors Contract project, faculty assess whether or not the submitted project meets what was outlined in the proposal.

Students must earn a B- grade or higher in the course to be eligible for Honors Contract credit. Honors Contracts must be completed within the academic term they are proposed. If a student passes a class in which they have done an Honors Contract, but does not pass the contract requirements, the student has one chance to remediate the project with the instructor. If the student does not remediate the project, they have forfeited the opportunity to complete an Honors Contract for that course.

If a student fails a required course (note: for ENG 103 and 104, below a C is considered failing), the student cannot take that class with an Honors Contract, but must wait until the next time it is offered with an Honors section and take it then. A student may not complete an Honors Contract for an independent study.

For more information on Honors Contracts, please see "Student Resources" on the Honors Program homepage or contact the Honors Program Director.

Honors 100 Program—Students who enter the Anna Maria College after Spring 2017 must do the Honors 100 Program since the Honors Traditional Program is being phased out. Students already enrolled before Spring 2017 may complete either program but must notify the Honors Program Director as to which program they are completing. The program is outlined in a document on the Honors homepage.

GPA Requirements—Students must maintain a certain cumulative GPA to remain in the program. The GPA requirements are:

Fall Freshman 3.0
Fall Sophomore 3.1
Fall Junior 3.2

Spring Freshman 3.0
Spring Sophomore 3.2
Spring Junior 3.3

Fall Senior 3.3

Spring Senior 3.3

Freshmen who have GPAs below 3.0 will receive a warning. Sophomores and Juniors with a GPA below the required GPA at the end of any semester will be put on probation. They will have one semester to bring their GPAs up to the required level. Seniors below a 3.3 at the end of Fall semester will be put on probation. They must bring their GPAs up to 3.3 by the end of Senior year to graduate from the Honors program. Seniors who at the end of first semester do not have a 3.3 will only be allowed to participate in year-end Honors events if they can statistically reach 3.3 by their second semester midterm grades.

Early Preregistration—Honors students, regardless of year, may register for classes during the senior preregistration time. In order to do this, students should meet with their advisors and bring a hard copy of the desired schedule (with the advisor's signature on it) to the Registrar's office. Students are not considered preregistered until this office has entered the schedule.

Early Room Choice—Sophomore, Junior, and Senior Honors students are allowed to enter the room lottery early. In order to be eligible for this, the students must pay the room deposit by February 1.

Honors Council—The Honors Program is overseen by an Honors Council which consists of the faculty teaching Honors courses, a student rep from each year, the VP for Academic Affairs, the Registrar, and a representative from admissions. Other faculty may be invited to join. Students on the council must be Honors students in good standing and will be elected by the Honors students in their class each year.

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