

HONORS STUDENT HANDBOOK

2006 - 2007

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Dear Honors Students,

I want to take this opportunity to welcome all of our new students to UNF and the Honors Program, and to welcome back all of our returning students. I'm thrilled to be a part of such an exciting community of scholars. I'd like to emphasize some important things about the program.

- 1) The Honors Program is designed for students who want to get more out of their college experience. The amount that you get out of the Program and from UNF is limited only by what you put in. The more that you “dive in” to the experience, making a commitment to it, working hard, trying new things, and exploring, the more you will benefit. It is thus very fitting that the symbol of the Program is a bridge. The bridge can take you far, but only if you are willing to cross it.
- 2) In your previous academic experiences, you may have found significant emphasis on getting “the right answer”. In the Honors Program this is still important, but our emphasis on real world issues and experiential learning will introduce you to complicated questions and situations where there is no single “right answer”. This is particularly true in Service Learning and International Study experiences. Thus your professors will encourage you to explore and experiment and to take intellectual risks, and they will be doing so themselves.
- 3) The Honors Program is constantly looking for fresh new learning opportunities for you. We encourage our professors to experiment with their teaching, developing new courses and exploring new methods of instruction. This is how we are able to give you a wide variety of exciting and interesting courses and trips, and keep responding to your input and changing needs.
- 4) This Student Handbook is one way for you to keep up with the changes in the Program. As the Program evolves, we make note of this evolution in this document which is designed to help you understand how things work as well as keep track of all the terrific opportunities available to you in Honors. This document also outlines the policies and procedures you need to help you get things done. You can find it posted on the Honors web page (www.unf.edu/dept/honors).
- 5) The Honors Program is a community—a place to make friends and to be supported and encouraged by those around you. Even as the University and the Honors Program set challenges before you, we also are here to support your success. Speaking for myself and the rest of the Honors Program staff and faculty, I want to encourage you to reach out to us whenever you have questions, concerns, or just want someone to talk to. We are here to help.

I wish you a great year, and hope that you will stop by the office to introduce yourself, to say Hi, or just to chat with me and the staff.

Sincerely,
Chuck Paulson
Director

PART ONE—PROGRAM DESCRIPTION

MISSION STATEMENT

The UNF Honors Program realizes the excellence demanded of and the responsibilities held by the citizens of our world and as such aspires to create a unique educational experience that produces thinkers, leaders, and innovators. Honors provides a learning community where knowledge and practice come together. Our curriculum explores intellectual material in stimulating ways, encouraging students to engage in research, service, and scholarship through active learning. We prepare our students for success by facilitating their development of critical thinking, creative problem solving, and effective communication skills. Ultimately, we help our students connect to their potential to change the world.

HONORS LEARNING OUTCOMES

Honors learning is centered on five outcomes which can be reached through various methods. These outcomes are designed to identify the qualities of a serious scholar and a responsible citizen. Honors students should consider these learning outcomes in the classroom as well in their every day lives.

OUTCOME: CRITICAL THINKING

METHODS:

- 1) By supporting ideas with evidence (deductive logic)
- 2) By deriving ideas from evidence (inductive logic)
- 3) By asking significant questions
- 4) By participating in critical discussion such as Socratic dialogue
- 5) By engaging in scholarly or experimental research
- 6) By engaging in problem solving
- 7) By analyzing, synthesizing and evaluating texts, issues or other material

OUTCOME: CREATIVE THINKING

METHODS:

- 1) By taking intellectual risks
- 2) By asking significant questions
- 3) By producing some original work that expresses meaningful ideas and feelings
- 4) By producing some innovative work that addresses a social or intellectual problem
- 5) By making connections across disciplines
- 6) By connecting experience and academic learning
- 7) By adapting successfully to change and ambiguity

OUTCOME: COMMUNICATION

METHODS:

- 1) By writing clearly and effectively
- 2) By writing for different audiences and contexts
- 3) By speaking clearly, confidently and effectively in a variety of situations
- 4) By demonstrating effective nonverbal communication
- 5) By participating in constructive discussion
- 6) By communicating through the visual or performing arts

OUTCOME: LEADERSHIP, TEAMWORK AND CITIZENSHIP

METHODS:

- 1) By collaborating with others toward a shared goal
- 2) By successfully participating in service learning
- 3) By facilitating the learning of others
- 4) By serving in a leadership role
- 5) By being aware of and engaged in the community
- 6) By taking responsibility for one's learning and actions

OUTCOME: UNDERSTANDING THE NATURE AND DIVERSITY OF CULTURES

METHODS:

- 1) By reflecting on traveling, living or studying abroad in a way that enhances an appreciation for another--as well as one's own--culture
- 2) By studying world civilizations
- 3) By studying our own and other cultures through a variety of disciplines
- 4) By taking a global perspective on issues
- 5) By learning from people, cultures and traditions that are different from one's own experience

ACTIVE LEARNING

Active learning has been around since the time of Socrates and yet we still find many environments where learning is a passive endeavor. The Honors Program strives to take students a step further in their education by putting them in situations which encourage them to read, speak, listen, think deeply, and write. The idea is to address a more diverse range of learning styles by giving our students some of the responsibility for how learning happens. The following sections detail some of the methods the Honors Program utilizes to encourage student participation.

Experiential Learning

The Honors Program utilizes some learning methods that may be new to many students. These methods often fall under the umbrella of “experiential learning.” This basically means using experiences as a text in order to gain information and knowledge. For instance – students who take Inventing Death visit a morgue; students in Coastal Forts hold class off-campus at the forts they study; and students who take Wild Florida step out of the lab and into the environment to learn their lessons.

One form of experiential learning is called City as Text[©]. In a seminar that involves City-As-Text exercises, students may travel overseas, around Florida, or to various locations in America. This form of experiential learning may be the basis for a class (for example, International Study or Washington Center Internships) or it may be an integral part of another seminar. For instance, Alternative Spring Break (ASB) is a Service Learning seminar, which also studies the city and society surrounding the actual service site.

City-As-Text is more than just observing a city and its people. It is studying a complete, changing, living environment, then analyzing the new environment and our reactions to it. This approach to learning revolves around two central questions: “What do I see?” and “What does it mean?”

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Service Learning

Service Learning is a specific form of experiential learning. Service Learning is separate from and more involved than volunteerism and community service. The purpose of Service Learning is not to do service simply for the sake of doing service, but rather to gain a deeper understanding of the problem or situation through hands-on experience and in-depth classroom learning.

Students will learn about their service topic as well as social, historic, economic, religious, medical, and scientific/biological/ecological issues that are connected to their topic.

Students are expected to reflect on their experiences and learning. Ultimately, students will be able to gain insight and formulate educated ideas and possible solutions to societal issues.

Students first experience Service Learning during Honors Orientation. Their next encounter with this form of active learning is in their 2nd or 3rd term in the Honors Program, when they are required to take a 1-hour Service Learning Colloquium (See Policies and Procedures). Various Service Learning topics have included at-risk youth, poverty, domestic violence, refugee issues, and health issues.

When students participate in a Service Learning seminar, they will work in partnership with social service agencies. Students are encouraged to not only think about what they give to others, but what they are gaining and learning in return.

The Honors Sophomore Portfolio

The Honors Sophomore Portfolio is designed as the capstone for lower division general education. The Portfolio provides students with an opportunity to reflect synthesize and articulate their personal and academic growth. The Honors Portfolio course is designed to guide students toward producing a successful sophomore portfolio in order to be awarded the distinction of University Honors. Producing the portfolio is an opportunity to reflect upon and articulate your academic and intellectual growth during your first two years in the Honors Program. The portfolio is hopefully an authentic and unique product that documents and analyzes your achievements and demonstrates your deep understanding of the Honors Program learning outcomes.

The basic portfolio will present four different essays (3-5 pages each) addressing your growth in these areas: Thinking, Communication, Leadership/ Teamwork/ Citizenship, and Culture. A fifth essay will deliver an overview of these components, integrating them into a story of where the student has been, where the student is going, and how and why did Honors contribute to the student's plan for the future. All portfolios must be accompanied by appendices that contain evidence to support the student's essays.

Students will be required to present their portfolios at a day-long symposium that includes, but is not limited to, poster boards, song, dance, theatrical performance, photography, painting, sculpture or scholarship. (All portfolio presentations that do not involve some sort of performance or other artistic endeavor must be accompanied by a poster board.)

Honors Thesis

Students participate in either Interdisciplinary Honors or Honors in the Major to produce an Honors Thesis, the single best vehicle for distinguishing themselves as scholars, artists, or researchers. It is the “capstone” of undergraduate collegiate learning; many of the nation’s most prestigious colleges and universities require a thesis of all undergraduates. In addition to the intrinsic satisfaction of producing an individual research project, an Honors Thesis carries a definite instrumental value: it provides evidence of initiative, discipline, creativity, intelligence, and writing which will be useful when applying for employment or graduate school. A thesis involves research—that is, gathering and analyzing data—in order to answer a question, solve a problem, produce a product, or test a hypothesis. There are two thesis research tracks offered in upper level Honors: Honors in the Major and Interdisciplinary Honors. The requirements for each track are different. The Honors Undergraduate Research Coordinator (LouAnne Hawkins) can inform interested students about the various requirements.

BENEFITS AND OPPORTUNITIES

Benefits and opportunities abound in Honors. It is important to note the difference. Benefits exist for students simply by being in the Honors Program. Opportunities are a matter of personal choice. Students must choose to devote time to them. The value gained from opportunities often last longer and is more personally rewarding than value gained from benefits.

Benefits

- Priority registration (see Policies and Procedures)
- Eligibility to apply for Honors Housing in a student’s first semester
- Honors scholarships
- Personalized advising
- Small seminar-style classes
- Honors classes that satisfy General Education requirements or are applicable to your field of study

Opportunities

Opportunities in Honors vary in type and length. The main categories under which these opportunities fall are:

- Research with a faculty member
- International study
- Conferences
- Internships
- Student leadership positions
- Facilitation
- Mentoring

Students who wish to take advantage of these opportunities must be in good standing in the Honors Program.

Off-campus Learning Opportunities

There are many forms of off-campus learning opportunities that Honors implements to provide students with a global, well-rounded education. The Honors Program works to make these opportunities as affordable as possible and also offers a variety of scholarships to help students participate. The Program welcomes suggestions from students about interesting and exciting ideas about world destinations. Contact Dr. Chuck Paulson at cpaulson@unf.edu.

International Study

The world is our classroom. The Honors Program sponsors international opportunities to broaden our students' cultural and intellectual perspectives. In recent years, the Honors Program has offered study abroad to the Bahamas, Ecuador, England, France, Ghana, Guatemala, Honduras, Japan, Malaysia, Singapore, and Thailand. Scholarships are available for qualified students to cover a portion of the cost (See Policies and Procedures).

Alternative Spring Break (ASB)

ASB allows students to travel with the Honors Program to do service learning and experience a new culture. In the past, ASB has traveled to Atlanta, Arizona, Washington D.C., and the rainforest of Ecuador. The ASB topic and location changes every year. In the past, we have discussed issues from homelessness to ecological preservation. Next year, students will travel to Ecuador and work on an environmental education project. Honors supports students participation in Honors ASB just like it does for international

study. For more general information visit <http://www.unf.edu/~hburk/ASB2007.html> or contact the Service Learning Coordinator, Heather Burk, at hburk@unf.edu.

Out-of-State

Occasionally there will be the opportunity to travel to other parts of the United States. Some classes involve interstate travel, and there are academic opportunities for conferences, and internships. In the past, students have traveled to Arizona to work with the Navajo Indian Nation and to Washington D.C. to visit museums.

In-State

Florida has ample natural and cultural resources. The Honors Program offers classes that explore these resources. For example, Honors students have explored the history, archaeology, and environment of this region in classes like 'Coastal Forts', 'Wild Florida', and 'Florida as Text'. This is a fascinating and unique way to study Florida.

Another chance to travel in Florida is through Leadership retreats. Each year there are one or two trips to various locations in the state. Most retreats target prospective or current student leaders. In the past, retreats have been held in various places such as O'leno State Park, Islands of Adventure, and Stephen Foster State Park.

Local

There are a number of classes which take advantage of the rich learning environment in the Jacksonville area. In the past, students have studied history in Jacksonville Beach and St. Augustine, biology at the Okefenokee Swamp, and archaeology at various 'digs' in the area.

Conferences

There are a variety of opportunities for Honors students to participate in academic and professional conferences. The National Collegiate Honors Council Conference (NCHC) connects honors programs all over the nation. A handful of students from our own program go to the annual NCHC conference to give presentations on their individual research, group projects, or unique aspects of the Honors Program. The Honors Program supports this student involvement with scholarships. NCHC opportunities are announced each spring, typically March, in the Honors Update with an invitation for interested students to apply. Students must be in Good Standing with the Honors Program to be eligible to receive scholarship support for this opportunity. Interested students should contact Dr. Chuck Paulson at cpaulson@unf.edu.

Students, who are doing thesis research and would like to present their work at conferences other than NCHC, may apply for scholarships to support their conference participation and travel. Thesis Conference Scholarship Applications are solicited at the beginning of each semester for amounts of up to \$500. Students must be in Good Standing with the Honors Program to be eligible to receive scholarship support for this opportunity. Interested students should contact Professor LouAnne Hawkins at lhawkins@unf.edu.

Internships

The Washington Center

Spending a semester working and living in Washington D.C. is one of many opportunities available through the Honors Program. Honors works with The Washington Center to place students in internships that offer a world of experience (see Policies and Procedures). In the past, students have worked at places like: The National Institutes for Mental Health, The Reporter's Committee for the Freedom of the Press, National Organization for Women, Senate and House offices, the White House, art museums, and non-profit agencies.

Students accepted for this program receive scholarships from The Washington Center, the State of Florida, plus--for Honors students only--an additional scholarship from the Honors Program. Students who participate can receive course credit for their semester's work through their department as well as through Honors. For more information on The Washington Center, contact Marcia Ladendorff (mladendo@unf.edu).

The Arthur Vining Davis Foundation

Each semester one UNF student is selected by the Service Learning Coordinator to serve as an intern for the Arthur Vining Davis Foundation. To be eligible, a student must be in the Honors Program and demonstrate excellent writing ability. Additionally, the student's intended major or career interest is taken into consideration. Social Work, Education, Philanthropy, and Development have been the majors or interests of past Arthur Vining Davis Interns. As an intern you will work 10 hours a week directly with the program director for either Health and Religion or Higher and Secondary Education. You will assist the directors in evaluating grant applicants. A small stipend is offered by the Foundation to interns who complete the program. Interested students should contact Heather Burk at hburk@unf.edu.

Student Leadership Positions

Student leadership is an important element of the Honors Program. Students play a significant role in running the Program, planning and executing Honors Orientation,

participating in Homecoming events, and organizing leadership retreats, to name a few examples. Students wishing to participate in a leadership position must be in good standing with the Honors Program.

Student Director (SD)

Each year, one student is selected by the Honors Director to serve as the Student Director (See Honors Policies and Procedures). The Honors faculty, staff, and students provide input regarding selection. The Student Director receives an Honors scholarship. One of the most exciting parts of this position is that the Student Director will have the ability to guide others on their paths of leadership.

This job comes with many responsibilities, such as playing a lead role in planning and executing Orientation, so the student must be able to show a history of responsible leadership. The Student Director attends Honors staff meetings, provides input from a student perspective, and participates in admissions and advising events. The term is from January to December. Students must be in Good Standing with the Honors Program to be eligible for this opportunity

Honors Student Union (HSU)

The HSU, a body of Honors student representatives, is chaired by the Student Director (see Policies and Procedures). The HSU members represent the student perspective to the Honors administration. They also help create, run, and participate in orientation and other student-centered events.

Facilitation

Facilitation is an opportunity for students to work with professors in leading classroom learning. Facilitators have a unique and specific role in the classroom. They are chosen by the faculty member of record for the course and approved by the Honors Director. To be eligible, a student must have completed their first year in Honors, be in good standing with the Honors Program, and adhere to the contract guidelines. See the Honors Student Facilitation Guidelines for more information (See Policies and Procedures).

There are three main areas in which a student may facilitate: Service Learning, Sophomore Portfolio, or for specific Honors seminars as requested by faculty.

Jaguars Foundation/ UNF Community Scholars Mentoring Program

Originally developed in 1998 by Honors students, Jaguars Foundation/UNF Community Scholars Program, or Jags Mentoring for short, is a leadership and mentoring opportunity that matches at-risk high school juniors and seniors in Duval County with an Honors student for the academic year. Mentors help these struggling youth work toward their

goals of high school graduation and higher education through group tutoring, group projects, one-on-one time, and by being a role model. This responsibility is significant because the "mentees" who complete the program and enter UNF have an opportunity to receive a scholarship to cover their tuition for four years. This is an awesome opportunity to see the impact your leadership can have on an individual. Mentors are selected each spring (see Policies and Procedures). Mentors must be in Good Standing with the Honors Program to be eligible for this opportunity. Selected mentors will receive an Honors scholarship for their participation. Interested students should contact Heather Burk at hburk@unf.edu .

COMMUNITY

Communication

Communication helps the Honors Program serve the student. It is also what helps the Program custom fit itself to the constantly changing needs of its students. Communication is a two-way street. Because of that, it is up to the student to keep their lines of communication open. Here are some of the main ways students can communicate with and through the Honors Program:

Common Hour

Common Hour is crucial to the challenge of maintaining community within the Honors Program. It is on Tuesdays and Thursdays from 12:15-1:30. Lower level students should be careful to always leave these times open in their schedule (see Policies and Procedures). It is used for a variety of things such as advising, special presentations, and even social events. Common Hour is the one time when the Program knows it can assemble everyone in order to communicate important information on issues such as international study, scholarship opportunities, leadership opportunities, and Washington internships. This is also a time when students can present their work in poster sessions. It provides time for student committees and the Honors Student Union (HSU) to meet.

E-Mail and Honors Updates

According to University policy, all students will receive official university notices via e-mail rather than through U.S. mail. Therefore, it is essential that students check their e-mail at least once a day as such email is another important way to communicate in the Honors Program. Every Monday, the Honors Office sends out the "Honors Update" to the entire Honors Program. This informs students of events, opportunities, and openings that take place in the Program. It is very important that students have their Osprey Mail forwarded to the e-mail address that they commonly use. **A student whose e-mail**

address changes should notify the Honors Office immediately. Students who wish to contribute information to the Honors Update should email a copy to the Senior Secretary, Miranda McPherson (miranda.mcpherson@unf.edu), by Monday at 10am in Times-New Roman, 12-point font. Honors Update submissions require approval by the Honors Program Director and are subject to editing.

Database Directory

The Honors Program maintains a database of student information. We use this information for letters of recommendation, scholarships, internships, and other opportunities. If your contact information changes it is your responsibility to email the office with an update through the Honors Advisor at heather.moore@unf.edu.

Evaluations and Student Feedback

Honors Students have several ways to provide feedback and evaluation of the Program and their Honors courses and instructors. Honors courses incorporate three different student feedback surveys: a mid-term survey from the Honors Program, a final student evaluation from the Honors Program, and a university-wide student evaluation. Additionally, the Program regularly surveys students to get their feedback and suggestions. Student input is both an opportunity and an expectation for Honors students. Hearing from our students is extremely valuable as we endeavor to make the program better each year.

Students who have feedback, suggestions, or concerns regarding the Honors Program, its courses, or its instructors are encouraged to contact Chuck Paulson (cpaulson@unf.edu) or provide feedback online at www.unf.edu/dept/honors/advising.

Web Page

The Honors web page is another way the Program communicates important information to its student body. This is a source of information on courses as well as the Honors Student Handbook and Honors advising. The address is: <http://www.unf.edu/dept/honors/>

Honors Office

The Honors Office, Building 10, room 2125, is one of the best sources of communication within the Program. Not only is there a constantly updated announcement board in the hallway, but also assistants in the office inside who can help students with questions. There is a student pickup box in the office where students can find papers from their professors, completed letters of recommendation, or other important communication or correspondence.

Community Room

The Community Room is a place where students can go to study, use a computer, socialize, conduct meetings, or just unwind. It is located around the corner from the Honors Office in Building 10, room 2245.

THE HONORS PROGRAM STAFF

The Honors Program office is open from 8:30am to 5:00pm, Monday through Friday. If you need to contact us, please call us at (904) 620-2649.

Honors Director

Dr. Chuck Paulson is the Honors Program Director, overseeing the Honors staff and faculty. He also teaches Honors classes in biology, interdisciplinary science and study abroad. Go to him with questions about Program policies, courses, faculty, and student leadership. Dr. Paulson has a PhD in biology. He can be contacted at cpaulson@unf.edu.

Honors Assistant Director

Honors is currently running a search for the next Honors Assistant Director.

University Honors Fellow

Dr. Ron Lukens-Bull is an associate professor of anthropology who is on loan to the Honors Program for two years. He teaches courses in anthropology, Islamic culture, and study abroad. His e-mail is rlukens@unf.edu.

Honors Instructor

Marcia Ladendorff has a bachelor's degree in Communication and a master's degree in English. She also has 22 years experience in the television news business. She runs The Ghana Project and teaches classes that combine media and literature including courses like "Constructing Reality", "Media Literacy" and "West Africa Seminar". Her e-mail is mladendo@unf.edu.

Honors Instructor/Undergraduate Research Coordinator

In addition to being an Honors Instructor, LouAnne Hawkins is the Honors coordinator for undergraduate research. She teaches Honors seminars that support undergraduates who choose to undertake a research or creative project at the junior/senior level of Honors. In addition, she teaches such courses as *HIV/AIDS: Realities of the Quilt*, *Prejudice: It's Not Just Black and White*, *Psychology of Children's Literature*, and *Psychology of Adolescent Literature*. Ms. Hawkins has been a registered nurse for more

than twenty-five years. She has an applied master's degree in Counseling Psychology as well as a master's degree in General Psychology. She is currently a doctoral candidate in Educational Leadership with an emphasis in research design and analysis. Ms. Hawkins research interests are prejudice, child physical abuse, child sexual abuse, and domestic violence. Her email address is lhawkins@unf.edu.

Honors Service Learning Coordinator

Heather Burk coordinates all Service Learning courses and activities offered by the Honors Program. This includes the Service Learning colloquia, Alternative Spring Break, and service components connected to other coursework within the Honors curriculum. She oversees the Community Scholars Mentoring Program and Student Facilitation. Heather has a master's degree in Public Administration. Her email address is hburk@unf.edu.

Honors Service Learning Assistant

Holly Beaver assists the Service Learning Coordinator in all issues regarding Service Learning. Questions about application, Service Learning policies and requirements, and Service Learning opportunities can be addressed to Holly. Her email address is honstu3@unf.edu.

Honors Academic Advisor

Heather Moore is the person to go to with any academic advising issues, especially for lower level Honors students. She is the person to help with class schedules, degree audits, and academic holds. She can also answer questions about majors, careers, and help with personal problems as well. Students who are struggling academically are urged to see the Honors Advisor. Heather has a bachelor's degree in Communications from UNF. Her email address is heather.moore@unf.edu.

Honors Admissions Advisor

Elizabeth Eady is the person in charge of admissions into both the lower level and upper level Honors programs. She can answer questions about requirements for the Program as well as help you with the application process for UNF and Honors. She is also able to help you find answers regarding housing and financial aid. Elizabeth has a bachelor's degree in Economics. Her email address is elizabeth.eady@unf.edu.

Honors Recruiting Assistant

Ashley Sikes assists the Admissions Advisor in recruiting students for the Honors Program. Students interested in helping with recruiting by speaking to their former high school or participating in any of the recruiting events can talk to Ashley. Her email address is honstu1@unf.edu.

Honors Office Manager

Jane Babalola is the office manager for the Honors Program. She can help with payments for travel and study abroad and answer other budget and finance

questions. Jane has a bachelor's degree in Business Administration, majoring in Accounting and Finance. She is currently working on her MBA in Accounting and Finance. Her email address is j.babalola@unf.edu.

Honors Senior Secretary

Miranda McPherson is in charge of the outer office. She is the person who can help you schedule appointments, sign in for advising, answer questions about upcoming events, and direct you to the person who can best meet your needs. Miranda has a bachelor's degree in Art from the University of Alabama. Her email address is miranda.mcpherson@unf.edu.

PART TWO—POLICIES AND PROCEDURES

DISCRETION POLICY

This handbook is intended to be a description of the policies and procedures in effect for the Honors Program for the 2006-2007 academic year. It should not be construed as an irrevocable contract between the student and the Honors Program of the University of North Florida. The Honors Program reserves the right to change any policies or procedures described in this handbook and to apply these changes to any or all of its students as required by Program, University, Florida Board of Education, or Florida Legislative mandate.

Individuals who require reasonable accommodation in order to participate must notify the Honors Program, 4567 St. Johns Bluff Road South, Jacksonville, FL 32224-2645, and at (904) 620-2649 at least five working days in advance.

ACADEMICS

Honors Students in Good Standing

An Honors student in good standing maintains a 3.0 cumulative UNF GPA or above. Students who enter the Honors Program as lower level students must enroll in and complete Service Learning by the end of their third semester and reenroll and complete Portfolio by the end of their fourth semester. All GPAs are reviewed at the end of each semester. In order to be in good standing, Honors students must also be current in all financial obligations to the University and the Honors Program.

Disciplinary Policy

All Honors students are expected to abide by the policies and procedures of the University of North Florida and are subject to the penalties ascribed by the University. The Honors Program reserves the right to suspend or dismiss students that are either convicted of a crime or found guilty of misconduct by the University Disciplinary process. Honors students are also subject to the policies and procedures of the Honors Program.

Academic Integrity Code

The Honors Program values the integrity of the teaching, learning, and evaluation process. Therefore, the Program expects all students to abide by the Academic Integrity Code as outlined on page 23 of the UNF Student Handbook.

Violations of academic integrity include but are not limited to: cheating, fabrication and falsification, multiple submissions, and plagiarism. Please note that while the UNF policy refers only to intentional plagiarism, the Honors Program considers any careless or inadvertent lapse in proper citation of sources or evidence a form of plagiarism. Individual faculty may indicate more specific guidelines and penalties for academic dishonesty within their courses. Please consult the UNF Student Handbook for more details on violations and possible faculty action in the case of suspected academic misconduct. In most cases, enforcement of the code is the responsibility of faculty in the Honors Program. However, charges which may be considered particularly serious can be referred to the Student Concerns Committee of the Honors Council.

Appeals Policy

Appeals of any University disciplinary action must be taken through the appropriate channels at the University level. Any appeals of Honors disciplinary action first must be directed to the Student Concerns Committee of the Honors Council who will review and, if necessary, ask the full committee to consider it.

Appeals Procedure:

- Students appeal an Honors Program action by obtaining an appeal form from the Honors Advisor.
- Students must submit their written appeal within ten days of notification of disciplinary action. A summer appeal must be turned into the Honors office by June 1.
- Students must document the justification that an appeal be made with a persuasive argument. The student may be asked to meet with the committee.

- A student wishing to appeal the committee's decision must make a written appeal to the Honors Director within two weeks of the committee's decision.

Appeal of Course Grades: Students interested in appealing a grade must follow UNF's grade appeal policy as stated in the catalog. In the case of IDH courses, the Honors Director serves as the department chair. In the case of Honors in the Major appeals, students must appeal to their department of study – not the Honors Program.

Student Concerns Committee

This is a committee comprised of faculty from the Honors Council and at least two student leaders. The function of this committee is to hear appeals on probation, dismissal, or disciplinary decisions and to make recommendations to the Honors Director. The student appeals committee is constituted from Honors Council membership as needed. The committee is chaired by the Assistant Director of the Honors Program.

Academic Intervention Policy

The Honors Program solicits feedback from faculty on student performance. Faculty members who have concerns about individual Honors students are encouraged to share those with the Honors Advisor, who then works with the student to improve performance.

Service Learning Policies

Service Learning Colloquia Policy

Students enrolled in Service Learning colloquia must meet the requirements of the community organization where they are placed. Students must attend all scheduled service times. The Service Learning Coordinator is available to work out any problems that might arise in the placement.

Service Learning Colloquia Procedure

- The Service Learning Coordinator, Service Learning Facilitators, and the Service Placement contact will evaluate students each semester.
- Should a conflict arise at an agency, students must meet with the Service Learning Coordinator immediately to set up a conference with the Coordinator and the service placement.
- If the Service Learning Coordinator feels that the problems are irreconcilable, she may recommend another placement or withdrawal from the class and from the Service Learning Colloquia.

Honors Courses with a Service Learning Component Policy

Students enrolled in Honors Courses with a Service Learning component must meet the requirements of the community organization where they are placed. Students must attend all scheduled service times. The Service Learning Coordinator is available to work out any problems that might arise in the placement.

Service Learning Procedure

- The Faculty of Record and the Service Placement will evaluate students each semester.
- Should a conflict arise at an agency, students must meet with the Faculty of Record immediately to set up a conference with the Faculty of Record, the Service Placement, and the Service Learning Coordinator.
- If those problems are irreconcilable, the Service Learning Coordinator can recommend another placement or withdrawal from the class.

Designation for Graduation from the Honors Program Policy

There are four Honors Program tracks that lead to distinctions on the diploma, transcripts, and a medallion, which is worn at graduation.

- University Honors
- Honors in the Major
- Interdisciplinary Honors
- Baccalaureate Honors

If a student has met the requirements for both lower and upper level Honors he or she will earn the highest of UNF Honors: Baccalaureate Honors. “Baccalaureate Honors” will appear on both the transcript and diploma. (see Policies and Procedures)

BENEFITS AND OPPORTUNITIES

Priority Registration Policy

The following Honors students are eligible for priority registration:

- Students enrolled in lower level Honors,
- Students participating in either of the thesis tracks, Honors in the Major or Interdisciplinary Honors,

- Students involved in Facilitation or Mentoring

Priority registration for first year students begins with the spring term registration.

Out of State Fee Waivers

All students interested in receiving an Out-of-State Fee Waiver award from the Honors Program must submit the Honors Non-Florida Resident Tuition Waiver Application directly to the Honors Admissions Advisor. Out-of-State Fee Waiver recipients are selected based upon a combination of outstanding test scores, demonstration of academic excellence, proven leadership, and a commitment to the principles of the Honors Program. Eligibility for renewal is based upon continued academic achievement at UNF and in Honors (by maintaining a cumulative UNF GPA of 3.4 and remaining in good standing with Honors) and funding from the state.

Due to fluctuation in state funding, Honors cannot guarantee any student that he or she will receive the waiver until the state budget is approved in July. Honors students typically will receive an out of state fee waiver for 15 credit hours per semester for their first two years in college. After the first two years, students are encouraged either to establish Florida residency, or to seek fee waiver funding from their college. Students, who continue into upper level Honors, will be awarded a fee waiver for the amount of credit hours necessary to complete their upper level Honors course work.

Outstanding upper level Honors students who have remained in good standing in the Program and have contributed *significantly* to the Honors community, may be awarded fee waivers for additional credit hours to cover up to 15 hours of Honors and non-Honors course work. These students must contact the Admissions Advisor to see if they are eligible for continued support.

Students interested in receiving Out-of-State Fee Waivers need to contact the Honors Admissions Advisor for additional information.

Conference Policy

Each year the Honors Program offers a limited number of students the opportunity to present their work and ideas to students and faculty from around the nation. Anyone who applies must be a member in good standing in the Honors Program. Depending on state funding, student presenters may qualify for an Honors scholarship.

Refer to the conference section on pages eight and nine for more information about this policy.

International Study Policy

A limited number of Honors students in good standing have the opportunity to participate in international study each year. Honors students with a cumulative UNF GPA of 3.4 or above may qualify for a scholarship from the Honors Program.

The Honors Program can cancel a student's participation if that student violates any state or federal laws, UNF or Honors Program policies, or if, in the judgment of the Honors Director, the student demonstrates the potential for behavior that could damage the welfare of anyone participating in the trip. Students must recognize that they are a representative of the Honors Program, the University of North Florida, and the United States of America when they engage in international study. During the international study, students must fully participate in all scheduled activities. They must sign Hold Harmless and Participation Agreement documents and agree to act responsibly on the trip. Anyone who violates this pledge may be returned to the U.S.A. immediately, at his or her own expense.

Deposits are used to secure air travel and accommodations at group rates and are, therefore, non-refundable. We require travel insurance. Proof of sufficient health insurance and immunization documents also are required.

International Study Procedure

- Students will be notified of international study opportunities by the Honors Program.
- Students who apply by the deadline will be interviewed by faculty leaders.
- The faculty leaders (in consultation with the Honors Director) will select study abroad participants based on academics, potential to benefit from the activity, and potential to contribute to the group.
- A limited number of Honors students will be selected on the basis of several factors including whether the student has participated in a prior Honors trip and the student's GPA. (minimum UNF cumulative 3.4 GPA)
- Students selected for travel must submit documentation by the appropriate deadlines proving they have applied for passport, visa (if necessary), proof of health insurance, and appropriate immunization documents. They must attend all scheduled international study meetings and complete required paperwork by the assigned deadlines, including health documents, parental permission and pledges.
- If the student receives a scholarship, then the scholarship acceptance form must be completed. All installment payments must be made by the deadlines outlined by the Honors Program. Students who fail to meet these requirements may be dropped from the trip.
- Students must also abide by the guidelines established by the International Center of the University of North Florida.

- All payments are non-refundable.
- International study opportunities require registration in a specific course or other pre-requisites.

Washington Center Policy

Students must have three (3) letters of recommendation from UNF faculty. The Assistant Honors Director may not write a letter of recommendation as the Assistant Director serves as the Center liaison. Washington Center internships are recommended for upper level students but exceptions can be made. Students interested in the Washington Center internship may apply for a Ling Cultural Scholarship.

All interns must have a departmental sponsor. This is a member of the faculty in the department from which the student wishes to receive credit. This professor agrees to write a letter of recommendation that specifically addresses the student's talents.

Applications are available in the Honors Office. Funded internships are highly competitive and are awarded based on need. Students must post a 3.4 GPA to receive an Honors Ling Scholarship. Students who apply after having passed the Portfolio will have a higher priority in being recommended to the Washington Center. Students must enroll in a Washington Center course for a grade to receive the scholarship. They must also enroll in 3-6 hours of IDH 4945. ***Permission from the Honors Advisor is required.***

The Assistant Honors Director must sign off on all successful applications. Students bring one copy of the application, by the established deadline, to the Honors Program Office (Honors Hall: Building 10, Room 2125). Once students have been accepted to the Washington Center they must meet with the Assistant Honors Director.

While in Washington, D.C., students send the Assistant Honors Director the information forms the Center provides. The Assistant Honors Director will evaluate the student's Washington, D.C. portfolio and determine the grade for the IDH 4945 credit.

Credit:

- 6 hours upper level Honors credit available: Students may earn 3 to 6 hours of 4,000 level credit through the Honors Program "Washington Internship." The IDH 4945 credit hours may count as upper level credits toward graduation or upper level Honors requirements.
- 3 hours lower level Honors credit is available.
- 3-6 hours-Students should request 3 to 6 hours of credit through their department: Directed Independent Study or Internship numbers are used. Students will enroll in one 3-hour class in Washington. Once the class is determined, students will seek UNF credit from the appropriate department.

The Honors Advisor assists students in the first stages of obtaining UNF credit. ***It is the student's responsibility to work with the department for credit.*** Students must fill out all

Washington Center paperwork and return it to the Honors Assistant Director by the appropriate deadline. No application will be considered without this UNF form.

The Washington Center presents a full time experience. Students will create a Portfolio of their work. Grades for Honors credit as well as department credit should be determined based upon this work, not additional assignments. The campus liaison (Honors Assistant Director) will serve as the Faculty Member of Record for any course work through the department. The Washington Center will provide recommended grades, but final determination will be assigned by the campus liaison, having read the Portfolio.

Upon return to campus, students agree to meet with prospective Washington Interns in the subsequent term.

STUDENT POWER AND RESPONSIBILITY POLICY

Policies for Choosing the Student Director

The Director of the Honors Program chooses the Student Director with feedback from the Honors faculty, staff and students. An eligible Student Director must be in good standing with the Honors program. The Student Director must successfully complete lower level Honors either within his or her term or before being appointed.

Student Director Selection Procedures

- Each Student Director must complete the application process by the deadline and participate in the interview process and forums with the faculty, staff, and students. The deadline may be extended at the discretion of the Honors Director.

Student Director Responsibilities:

- The Student Director will be selected in the Fall of each year.
- The Student Director must be willing to commit to a year's term which runs from January to December.
- The Student Director, with advice from the Honors Director, is expected to choose the Honors Student Union (HSU).
- The Student Director works with the Honors staff to lead the planning and implementation of the annual Freshmen Orientation and various activities during the calendar year.
- The Student Director, with the HSU, is the liaison between the faculty and staff and the student body. He or she is responsible for communicating ideas and concerns from the students to the faculty and staff, as well as taking ideas from the Honors Program and presenting them to the student body.

Policies for Choosing the Honors Student Union (HSU)

- The Student Director chooses the HSU with advice from the Honors Director.
- The number of HSU members may vary due to the number of applicants and other factors.
- The applicants must be in good standing with Honors.
- The students must turn in applications by the deadline. The deadline may be extended at the discretion of the Honors Director. Each applicant must complete the application process by the deadline and participate in the interview process and forums with the faculty, staff, Honors Student Director, and students.
- If an HSU member is dismissed from the Honors Program or all the positions are not filled adequately, the Student Director reserves the right to select another member from the student body with the consent of the already-selected HSU members.
- Once selected, the HSU member must sign a contract agreeing to conditions set forth by the Student Director.
- Each member will be awarded a small scholarship per semester, excluding the summer term.

HSU Responsibilities

- The HSU member must commit to a year's term (January to December).
- Each member is to work with the Student Director and the other HSU members to help with the planning and execution of both the annual Freshmen Orientation and various activities during the calendar year.

Student Facilitator Policy

Student Facilitators for Honors courses (1, 3, or 6 hour) are chosen by the faculty of record in consultation with the Honors Director. Eligible facilitators have completed their first year and are in good standing within the Honors Program. Student Facilitators may assist in evaluation of class work but do not assign grades. The faculty supervisor will assign final grades. Facilitators will receive a Ling Leadership Scholarship.

Student Facilitator Procedure

- Facilitator openings will be announced via the Honors Update.
- Students express interest to the faculty member to facilitate an Honors course. The student applying will meet with the faculty and receive an application for the position.
- Applications for facilitation should be completed and returned to the supervising faculty by the designated deadline.

- The faculty member will communicate in writing the specific duties of the facilitator.
- Faculty members train and mentor the student facilitators.
- All Honors facilitators must be given a copy of a written contract that has been signed by him or her and the Faculty/Staff supervisor whom they are working with.
- The facilitator must be given a copy of the Honors Student Facilitation Guidelines. (see below)

Honors Student Facilitation Guidelines

Honors facilitators are student leaders who work collaboratively with professors inside and/or outside the classroom to deliver a curriculum that is designed to help students meet the honors learning outcomes. Student facilitators are empowered through the support and guidance of the Honors Program and professors to take on such a challenge. Student facilitators can **utilize a multitude of skills and play a variety of roles in the classroom** that help accomplish this task including:

- Initiating and/or guiding discussion and dialogue.
- Coaching the students through feedback and guidance on strengths and weaknesses and means to succeed.
- Coaching students writing (research/essays).
- Organizing experiential learning activities.
- Encouraging students to engage and/or reflect on class material or their learning.
- Making themselves available to answer student questions.
- Encouraging students to engage in UNF/Honors.
- Serving as liaisons between students and professors by communicating the needs of both the professor and the students to one another.
- Modeling active learning.
- Modeling appropriate behavior, much like the responsibility of the professor.
- Using interpersonal skills to resolve conflict.
- Assisting in the development and/or adjustment of curriculum.

Because Honors facilitators are put in the position to “help” does not mean that they can be held solely responsible for the success of a class. Good practices indicate that there are that **facilitators should not be permitted to do the following:**

- Assign final grades.
- Teach unsupervised.
- Make exceptions to class rules for students (grade, attendance, late assignments).
- Develop personal relationships with students in their class (They must maintain boundaries and be professional).
- Be enrolled in the class he or she is facilitating.
- Be late for responsibilities.
- Bring personal agendas into the class.

Additionally, it is expected that Honors facilitators will be given appropriate boundaries, guidance and support as they engage in this leadership opportunity. Good practices indicate that the **Honors faculty and or staff supervising an Honors facilitator will do the following:**

- Provide the facilitator with a written contract that includes information regarding expectations and responsibilities that are in line with the good practices established in this document. The contract will also include information about Honors Leadership Scholarship.
- Model appropriate behavior; do not engage in or encourage *any* illegal activities with student facilitators.
- Model appropriate behavior and respect the boundaries of the professor/facilitator relationship.
- Provide facilitators with ongoing and consistent feedback and guidance on their strengths and weaknesses. Provide the tools and/or training to develop skills that will give the facilitators the means to succeed in the facilitation role.
- Consult with the Honors Director and receive written approval before using an Honors facilitator for any purpose other than those described in this document.

Jaguars Foundation/UNF Community Scholars Program – Mentor Policy

To become a mentor with the Nike/Jaguars Foundation Community Scholars Program a student must be an Honors student in good standing, be at least a second year Honors student or upper level Honors student, have a good driving record and comprehensive auto insurance, and must not possess a criminal record. Honors students must make a one-year commitment to the mentoring program and abide by all requirements of the program. Mentors will receive a Ling Leadership Scholarship. Any other questions about the policies and procedures with this program should be referred to Heather Burk, hburk@unf.edu

Mentoring Procedure

- Applicants for Mentor positions must complete an application and interview process with the Service Learning Coordinator during the spring semester.
- Honors students selected as mentors will undergo a national background check, extensive training and be matched with selected mentees.
- Student Mentors must maintain weekly contact with their mentees and attend all classes and events with the mentoring program.
- Student Mentors will be responsible for abiding by the mentoring contract.

Scholarship Policies

Allen Campbell Ling Cultural Scholarship Policy

The Ling Cultural Scholarship has been created to support cultural education experiences (such as international study, Alternative Spring Break, and Washington Center Internship). Consequently, students who are funded make a commitment to the trip. If, for any reason, the funded student does not participate in the trip, ***all scholarship money must be refunded in full to the Ling Cultural Scholarship fund.*** If the money is not refunded to the Honors Program we will place a hold on the records of the student in question until the account is settled.

Students who have not received previous Honors Cultural scholarships will have priority. Upon acceptance of a scholarship, students may be required to participate in fundraising.

Ling Cultural Scholarship Procedure

- Students must complete and turn in an application for the Ling Cultural Scholarship by the appropriate deadline.

- Students must be in good standing in the Honors Program and have a minimum cumulative UNF 3.4 GPA at the time of the scholarship award.
- When students apply for a scholarship in their first semester at UNF, their faculty will be asked to estimate “in progress” grades as an indicator of whether or not they have the equivalent of a 3.4 GPA.
- Students must follow all policies for the program for which they are receiving scholarship funds as outlined in this manual (This may include registration for a specific course or other prerequisites).
- Students may be required to share their experiences with faculty, students and staff upon their return.
- If, for whatever reason, a student does not participate in the opportunity for which they received scholarship money, all scholarship funds must be returned to the Honors Program within 15 days of their withdrawal from the opportunity.

Allen Campbell Ling Leadership Scholarship Policy

The Ling Leadership Scholarship has been created to support Honors Leadership experiences (such as Jaguars Mentoring, Honors Facilitation, Student Director, HSU, Team Leader, and academic conferences). Consequently, students who are funded make a commitment to carry out their leadership responsibilities. If, for any reason, the funded student does not fulfill their leadership obligations ***all scholarship money must be refunded in full to the Ling Leadership Scholarship fund.*** If the money is not refunded to the Honors Program we will place a hold on the records of the student in question until the account is settled.

Students who apply for this scholarship must have a minimum cumulative UNF GPA of 3.0.

Ling Leadership Scholarship Procedure

- Students must be in good standing in the Honors Program and have a minimum cumulative UNF GPA of 3.0.
- Students must follow all policies for the conference policy as outlined in this manual.
- If, for whatever reason, a student does not participate in the opportunity for which they received scholarship money, all scholarship funds must be returned to the Honors Program within 15 days of the student’s withdrawal from the opportunity.
- Students may be required to share their experiences with faculty, students and staff upon their return.

- Students must sign a contract outlining their leadership responsibilities and scholarship support.

Fundraising Policy

Students who receive scholarship support for special learning opportunities such as International Study, Alternative Spring Break, or Washington Center internships may be asked to fundraise for these events. All fundraising projects must be approved by the Honors Director and the Assistant Honors Director. Any contributions made to individual students must be reported to UNF's Financial Aid Office.

HONORS COMMUNITY

Communication Policy

E-mail is the primary form of communication within the Honors Program and UNF. All Honors students are assigned a UNF e-mail account. Students can forward their UNF mail to their personal account (AOL, Hotmail etc.). In order to maintain effective communication within the Honors Program, students are required to check their UNF e-mail according to UNF policy. Students are responsible for keeping the Honors office informed about all changes of residence and e-mail addresses (summer included) and can do so via email at heather.moore@unf.edu.

Communications Procedure

- Students must activate their individual UNF e-mail accounts and the forwarding feature at the beginning of their enrollment in the Honors Program.
- Students must wait 48 hours after registration to activate their account.
- Any problems with campus e-mail should be addressed to the Help desk in Computing Services in the Mathews Computer Lab in Building 15.
- Students are responsible for all information sent out in the Honors Update each Monday.

Mandatory Meeting Policy

Students are required to attend all mandatory meetings for purposes such as international study, academic advising, facilitation, and thesis symposia. Most mandatory meetings for lower level Honors will be scheduled during Common Hour. Students should notify the Honors office prior to the meeting if they will be absent to make arrangements to get

information they will miss. Any questions or concerns regarding this procedure should be directed to the event sponsor.

Honors Council Policy

The Council serves as an advisory body to the Honors Program and the Director. Its members will participate in various functions for the Honors Program. The Honors Council will also advise the Director and Program on curriculum and program changes. The Honors Council shall consist of one representative from each College or Division and two At-Large representatives, elected by the Faculty Association for two-year staggered terms; and two students appointed by the Student Director of the Honors Program. The faculty members teaching Honors seminars shall also serve as members during the semester in which they teach and the following semester. The Admissions Advisor and Academic Advisor also serve as members. The Director of the Honors Program chairs the Council.

LOWER LEVEL HONORS

University Honors Admissions Policy

The Honors Program is highly selective, admitting fewer than 15% of the entering freshman class for participation. The Program admits students whose scholastic performance demonstrates an enthusiastic and curious approach to learning. We look not only for students who have high grade point averages and test scores, but also for students who have sought out the most challenging high school courses, are leaders in their school and community, and give back to the larger community through service.

There are two different ways to gain admission into the lower level component of the Honors Program. All prospective students must begin by applying to UNF. Students who are admitted into the University and have a very strong academic record or are part of the Early Action Program are invited to join the Program. Other students who are interested and qualified also may apply to the Program.

Common Hour Policy

Common Hour falls on Tuesdays and Thursdays during the academic year from 12:15 PM to 1:30 PM. All lower level Honors students are required to keep Common Hour open each semester so that, when needed, they can be available for Honors meetings or collaborative class project work. Students enrolled in lower level Honors are not allowed to register for classes, work or engage in other obligations during this time. Any questions about the Common Hour policy should be directed to the Honors Advisor.

Honors Equivalencies for General Education Policy

Many Honors courses may be used to satisfy General Education requirements.

General Education Equivalencies Procedure

- The University General Education Committee determines which general education course requirements will be satisfied by each particular seminar when it is added to the Honors course list.
- Some Honors seminars will satisfy the UNF Cultural Diversity credit if so decided by the UNF General Education Committee and the UNF Cultural Diversity Committee.
- Some Honors courses may also fulfill pre-requisites or requirements for a specific major.

Note: If a student is unsure whether an Honors course will count as a pre-requisite or requirement for their major, they should check with the Honors Academic Advisor or the major's department before registering for the course.

Honors Orientation Policy

The Honors Orientation is designed to prepare students for success in the Honors Program. Therefore, Orientation is a pre-requisite for enrollment in Honors. Students who have athletic, military or health issues which conflict with Orientation should address these conflicts with the Honors Director prior to Orientation. Otherwise, students who fail to participate in all events in Orientation will not be allowed to matriculate into the Honors Program. Individuals who require reasonable accommodation in order to participate must notify the Honors Program, 4567 St. Johns Bluff Road South, Jacksonville, FL 32224-2645, and at (904) 620-2649 at least five working days in advance.

Probation/Dismissal Policy

To remain in Good Standing, Honors students must maintain a cumulative 3.0 GPA. GPAs are reviewed each semester. If a student's GPA falls below 2.5, the students will be dismissed from the Program. If the GPA falls between 2.5 and 2.99, the student will be placed on academic probation. Students on academic probation will have two semesters (typically spring and fall) to raise their GPA to 3.0 to remain in the Program. Students on probation will not be eligible for leadership positions, Honors scholarships, or travel opportunities.

Probation/Dismissal Procedure

- Students at risk of probation or dismissal will be invited to make an appointment with the Honors Advisor.
- Upon completion of the semester, an Honors Advisor notifies students by email of their academic probation or dismissal.
- Students have two (2) semesters (typically spring and fall) to raise their GPA to the minimum requirement
- Upon meeting the Program's minimum GPA, students return to full status within Honors.
- Students who are unable to raise their GPA will be notified by email of their dismissal and will be dropped from enrollment in all Honors courses. Students wishing to appeal the dismissal must submit the necessary appeals form.
- Written appeals must be submitted to the Student Concerns Committee of the Honors Council within ten days of notification of disciplinary action. In the case of a summer appeal, the appeal must be submitted to the Honors office by June 1.
- The Student Concerns Committee will evaluate and make a recommendation on the appeal. If a student's appeal is granted, the student may re-enroll in Honors courses if space is available.

Note: Only grades from UNF will be used for GPA calculations.

Transitioning Out of the Honors Program

Students may choose to exit the Honors Program at any time. After exiting the Honors Program, the student will then be referred to the Academic Center for Excellence (ACE) if they have completed less than 60 credit hours or to their college advising office if they have completed over 60 hours.

Procedure for Transitioning out of the Honors Program

- Students who are asked to leave because their GPA falls below Program requirements will receive email notification immediately following the posting of their grades.
- All Honors students voluntarily leaving the Program (regardless of the reason) are required to participate in an exit interview with an Honors Advisor, Admissions Advisor, Assistant Director, or Director before their academic records leave the Honors Office.
- The student's academic records will be transferred to the appropriate office when the exit interview has occurred or the student has been dismissed for GPA reasons.
- Upon completion of the exit interview, the academic records of lower level students remaining enrolled at UNF will be transferred to the appropriate advising office.

University Honors Program Policy

To successfully complete the lower-level Honors track, students must:

- Successfully complete a minimum of 14 hours of Honors (IDH) course work, receiving a ‘C’ or higher in each class. Students are allowed to take additional Honors courses not to exceed 7 semester hours a term.
- Finish with a cumulative UNF GPA of 3.4 or higher at the end of the term prior to graduation.
- Submit a passing Honors Portfolio, documenting their achievement of the Honors Objectives.

Note: “University Honors” is different from Latin Honors distinction. In order to receive their medallion, students must meet with the Honors Advisor prior to graduation.

University Honors Course Work

First Year

IDH 1XXX	6.0	G(6) Honors Seminar I or II
IDH 3XXX	1.0	G(3) Honors Colloquium: Service Learning (Can be taken 2 nd year, 1 st term)
IDH 2XXX	3.0	G(3) Honors Selected Topics

Second Year

IDH 2XXX	3.0	G(3) Honors Selected Topics
IDH 3951	1.0	Honors Portfolio (pass/no pass)

UPPER LEVEL HONORS

Interdisciplinary Honors and Honors in the Major are the two upper level honors tracks at the University of North Florida.

Interdisciplinary Honors (IDH) Admissions Policy

There are two different ways to gain admission into upper level Honors. First, students who were admitted into University Honors and successfully completed the lower level requirements and post a minimum 3.4 UNF GPA are guaranteed admission into Interdisciplinary Honors. Second, students who either were not in University Honors, or were unable to successfully complete the requirements of University Honors, must apply to the Program. Applicants are required to submit a completed Upper Level Honors application. Students will then enroll in the 1 hour Thesis Research Prospectus Colloquium. During the colloquium, students will develop a thesis proposal and gain the commitment of faculty mentors. At the completion of the Thesis Research Prospectus

Colloquium, students then need to submit a formal written prospectus to be approved by the Honors faculty.

The admission deadline for the fall semester is July 1st and for the spring semester is November 5th.

Interdisciplinary Honors Program Policy

Interdisciplinary Honors gives undergraduate students the opportunity to prepare an interdisciplinary thesis or research project with the mentoring of UNF faculty. Interdisciplinary Honors allows students to pursue a research project that is broader than any single major or department. Interdisciplinary Honors is open to all UNF students, regardless of major.

Students who complete Interdisciplinary Honors will have this distinction on both their transcript and diploma. To successfully complete this upper level Honors track, students must:

- Complete eight hours of Honors (IDH) course work (*see below*).
- Finish with a cumulative GPA of 3.4 or higher.
- Successfully complete a thesis and present their thesis at the Annual Student Research Symposium.

Note: In order to receive their medallion, students will need to meet with the Honors Advisor prior to graduation.

Interdisciplinary Honors Course Work

IDH 3922	1.0	Honors Thesis Research Prospectus Colloquium
IDH 4970	6.0	Honors Thesis
IDH 3920	1.0	G(3) Thesis Symposium Colloquium

Honors in the Major (HIM) Admissions Policy

Honors in the Major is offered in the following majors:

- College of Arts and Sciences: Biology, Chemistry, History, Mass Communication, Mathematics and Statistics, Philosophy, and Psychology
- College of Business: all majors
- College of Computing Sciences and Engineering: all majors
- College of Health: all majors
- Honors in the Major is not offered in the College of Education

All students interested in Honors in the Major must contact the Undergraduate Research Coordinator in order to get permission to enroll in the program. Students will then enroll in IDH 3922, Thesis Research Prospectus Colloquium. During the colloquium, students will develop a thesis proposal and gain the commitment of faculty mentors. The student then needs to submit the formal HIM application, along with a formal written prospectus, a letter of recommendation from a faculty member, and a statement of support from the department chair. The student must also submit a copy of the approved HIM application to the Honors office.

In the event that a student has already established a relationship with a faculty mentor and developed a research plan, the student may submit the plan and faculty agreement with a completed HIM application to the Honors Office.

These are the minimum requirements of the application process. Depending on the major, there may be additional requirements. Students should contact their upper level advisor or Undergraduate Research Coordinator to obtain additional information. GPA requirements for graduation depend on the requirements in each individual department.

Admissions Requirements

College of Arts and Sciences:

Biology: An overall GPA of 3.5 or higher, completion of at least three Natural Science courses with a grade of no less than a B.

Chemistry: An overall GPA of 3.5 or higher, completion of at least three Natural Science courses with a grade of no less than a B.

History: Completion of four history courses with an overall GPA of 3.5 or higher.

Mass Communication: An overall GPA of 3.5 or higher, completion of MMC3105 and MMC3422 with a B or above.

Mathematics and Statistics: Completion of Calculus I and II, and one other Mathematics or statistics course at the 3000 level, with an overall GPA of 3.4 or higher and a major GPA of 3.25 or higher.

Philosophy: At least four philosophy courses including at least two at the upper level, and an overall GPA of 3.5 or better.

Psychology: Completion of at least three Psychology courses, with a grade no less than a B, and an overall GPA of 3.67.

College of Business Administration:

All Majors: A cumulative GPA of 3.5 or higher in all college course work.

College of Computing Sciences and Engineering:

All Majors: A student who has completed the core coursework in one of the College's major programs with GPA of at least 3.5 and a cumulative UNF GPA of 3.4 or higher.

College of Health:

All Majors: Completed the core coursework of one of the College of Health's major programs with a minimum 3.5 GPA.

Honors in the Major Program Policy

Honors in the Major is designed to allow students to prepare a disciplinary thesis or research project with the mentoring of a UNF faculty member.

Honors in the Major students enroll in a minimum of 8 semester hours of research related courses during their junior and senior years.

Students must apply directly to their Department to be accepted into this track. Students who complete Honors in the Major will receive "Honors in the Major" on both their transcript and diploma. To successfully complete this upper level Honors track, students must:

- Complete eight hours of work in Honors (IDH) and the major (*See below*).
- Maintain a cumulative GPA as specified by their major.
- Successfully complete a thesis and present their thesis at the Annual Student Research Symposium.

Note: In order to receive their medallion, students will need to meet with the Honors Advisor prior to graduation.

Honors in the Major Course Work

IDH 3922	1.0	Honors Thesis Research Prospectus Colloquium
IDH 3920	1.0	G(3) Thesis Symposium Colloquium
XXX4XXX	6.0	Honors Research in the Major

Note: Questions and concerns regarding Honors in the Major Course work or appeals should be directed to the department of study, not the Honors Program.