

Advising Guide for the University Honors Program

Student Admission to the University Honors Program:

- Incoming freshmen may be offered conditional membership based on high school GPA and test scores. They will have one semester to establish the required 3.5 cumulative college GPA for continuing membership.
- Students who are not current Honors members but who have achieved a 3.5 cumulative GPA after the spring or fall semester of the freshman or sophomore year are invited to apply each September and/or January. Applications are reviewed by the Honors Faculty Committee, and students are notified of their status prior to registration for the following semester.
- Junior or senior students with a 3.5 cumulative GPA who are not already members of the Honors Program may request special consideration for admission by contacting the Honors Program Director. Careful planning may be required to complete the necessary Honors requirements when admitted after the sophomore year.

Honors Program Requirements:

- Maintain a 3.50 cumulative GPA through graduation.
- Complete all department honors requirements within their academic major.
- Successfully complete two Honors Courses (HONR 300 / HONR 301)
- Complete and successfully defend an Honors Thesis, which fulfills both departmental and University Honors requirement.

GPA Requirements:

- Students must maintain a 3.50 cumulative GPA to be in the University Honors Program and to register for Honors Seminars, Honors Contracts and Honors Theses.
- Students falling below the 3.5 GPA will be removed from the Honors Program at the end of the semester but may reapply once they again meet the GPA requirement.

Honors Courses:

Honors students may fulfill the requirement for two Honors classes in two ways:

- ❖ Option 1: Take two HONR 300 seminars.
 - These seminars fulfill a general education requirement and may be writing intensive.
 - Enrollment is capped at 15 students.
 - Offerings are listed in the Open Course Schedule and on the Honors Program website.
- ❖ Option 2: Take one HONR 300 seminar and one HONR 301 contract.

- The Honors Contract allows students to earn Honors credit in an upper-level (200+) course already on their schedule by completing distinctive work above and beyond the existing requirements.
- Additional work should be equivalent to at least 10 pages of written content (or an equivalent project in non-writing-based courses), agreed upon in consultation with the course instructor.

Note:

Honors Contracts may only be applied to a course that is 200 level or above and a student may take **only one Honors Contract** during their time in the program.

Honors Thesis:

- A 3.50 cumulative GPA is required to enroll in HONR 499: Honors Thesis.
- Students complete their thesis within the department of their major, following that department's established honors process.
- Dual majors may choose which major to complete their thesis; **only one thesis is required.**

Suggested Timeline for Honors Requirements:

- Students with conditional membership are listed as "Pre-Honors" in Self-Service during their first semester; full members are designated as "**HONR.**"
- Advisors should encourage students to plan their coursework so that Honors Seminars are ideally completed during the sophomore and junior years, allowing their senior year to focus on the thesis.
- Motivated first-year students may also enroll in a seminar during the spring semester.

Registration:

Honors Seminars:

- Current students (non-freshmen and second-semester freshmen) with a 3.5 cumulative GPA and a Self-Service HONR designation may register online.
- First-semester freshmen and new transfer students must email Honors Program staff to request registration, as they have not yet established a Wittenberg GPA. Staff will verify eligibility and forward the approvals to the Registrar.

Honors Contracts/Honors Thesis:

- Honors contracts (HONR 301) and thesis credits (HONR 499) **require paper registration forms**; these cannot be completed online.

Honors Contracts (HONR 301):

- Students must complete the form available on the Honors Program website.
- The form requires course information, a description of the additional Honors work, and instructor approval (via signature or email).
- Completed forms must be submitted to the Honors Program staff by the **end of the first week of classes**.

Honors Thesis (HONR 499):

- A separate registration form is required for each semester of thesis work.
- The number of credits should be determined in consultation with the thesis advisor and based on departmental requirements and the student's credit load.
- Approval is needed from the thesis advisor, two committee members, the department chair, and an Honors Program administrator (electronic signatures are acceptable).
- [499 Honors Thesis Form](#)

Honors Thesis Timeline:

- Early in their junior year, departments should identify eligible students and guide them in reviewing requirements and developing their project.
- The University Honors Program hosts a mandatory Thesis Meeting in the junior year to explain the thesis process in detail; students pursuing departmental honors are encouraged to attend.
- Registration deadlines:
 - **Fall thesis:** Form submitted by the Friday of the first week of classes.
 - **Spring thesis:** Separate form submitted by the end of the first week of spring semester.
- Defense deadlines:
 - **Fall:** Completed by December 1.
 - **Spring:** Completed by May 1.
- Final thesis copies must be submitted to the Honors Program within one week of the defense deadline. Extensions are available in special cases.

University Honors versus Departmental Honors:

- To graduate with University Honors, students must:
- Be a member of the University Honors Program
- Successfully complete all program requirements, including the University Honors Thesis (HONR 499).

- Departmental Honors may be completed by any student with a 3.5 GPA, even if they are not a University Honors member. These students will graduate with Departmental Honors only.
- Students who are in the University Honors Program and complete the University Honors Thesis will graduate with both University and Departmental Honors, but only one thesis is required.
- All 499 thesis registration forms-whether for University or Departmental Honors-must be approved by the Honors Program staff **before** submission to the Registrar.

Questions?

- Visit the Honors Program website: [Honors Program](#)
- E-mail Kiki Warne (Assistant Director): warnek@wittenberg.edu