

The Harried Adviser's Guide to the Honors Program

Honors Program Requirements:

1. **Maintain a 3.50 cumulative GPA**
2. **Take and successfully complete two Honors Courses**
3. **Complete and successfully defend an Honors Thesis**

1. **GPA Requirements:** Students must maintain a cumulative 3.50 GPA to be in the University Honors Program and to register for Honors Seminars, Honors Contracts and Honors Theses. If a student falls below 3.50, they have one semester to raise their GPA. If the student is unsuccessful in raising their GPA, they will be removed from the Honors Program.

2. **Honors Courses:** Honors students may fulfill the requirement for two Honors classes in two ways:

They can take two Honors 300 Seminars. These seminars fulfill a general education requirement and are usually (but not always) writing intensive. Check the Open Course Schedule or Honors Program website for current seminar offerings.

OR

A student can take one Honors 300 seminar and one Honors 301 Contract. The Honors Contract allows Honors students to combine Honors credit with an upper level class already included on their schedule, assuming distinctive work above and beyond existing course requirements is completed. This work must be agreed in consultation with the faculty member offering the course, but should amount to additional work of at least 10 pages (or a suitably equivalent project for non-writing-based courses).

****Honors Contracts can only be applied to a course that is 200 level or above and a student may not take more than one Honors Contract.**

Here is a link to the Honors Contract form:

<http://www.wittenberg.edu/academics/honorsprogram/contracts.html>

3. **Honors Thesis:** A student must be a member in good standing of the Honors Program, meaning they must have a 3.50 cumulative GPA, to enroll for Honors Thesis.

Students undertake their Honors Thesis in the department of their major. If a student has a dual major, they should decide in which department they wish to do their thesis. **Dual majors do not have to complete a thesis in each major. They may chose one major where they will complete the thesis.**

Timeline: In the spring of the junior year, departments should identify which of their students will be undertaking an honors thesis in the following year. The student should meet with the appropriate faculty member to begin to develop and design their Honors Thesis.

If the student plans on working on their Honors Thesis in the Fall semester, they should have their project approved and all the necessary signatures on the Honors Thesis form to submit the form by the Friday of the first week of classes to either the Honors Director or the Administrative Assistant for Honors. If they will continue or begin their research in the Spring they should complete a separate registration form and submit it by the end of the first week of Spring semester. The Honors Program Staff will then submit them to the Registrar's office.

Students may register from 0-8 credits of Honors Thesis. Here is a link to the form for Honors 499 (Honors Thesis):

http://www.wittenberg.edu/sites/default/files/media/registrar/Honors%20Thesis%20Proposal_0.pdf

****Please note that Honors Thesis defense must be completed and passed by April 15. Students have until the Friday before graduation to turn in the final thesis. Suggested Timeline for Honors Requirements:**

Advisors should discuss with their Honors student advisees how they can complete their General Education requirements by taking Honors Seminars. While there is no mandated sequence or schedule as to when Honors students complete their honors course requirements, ideally students should take these courses in their sophomore and junior years so that they may concentrate on completing their Honors Thesis in their senior year. Exceptional and motivated first-year students could also enroll for an Honors Seminar in the spring of their first year.

Registration:

1. To register for an **Honors seminar:**

Sophomores, junior and seniors will use the regular on-line registration system, which will allow them to register for an Honors Seminar if they have a 3.5 cum GPA and there are still seats available at their registration time. Honors Seminars are capped at 15 students.

First-year students need to email directly to Honors Administrative Assistant Beth Hallauer at hallauerb@wittenberg.edu so she can approve their registration and send that information on to the Registrar's Office to get them registered, if there are still seats available.

2. To register for an **Honors contract:**

A student must complete the contract form from the Honor's Program website with the information on the class and the honors work that will be performed in the contract. They should get the course instructor's signature and bring the completed contract to the Honors Director or Administrative Assistant of the Honors Program for processing by the end of the first week of classes.

University Honors versus Departmental Honors:

If a student wants to complete the requirements for graduating with University Honors they **MUST** be a member of the University Honors Program AND take and successfully complete all Honors requirements including a University Honors Thesis (Honors 499) in the discipline of their major.

A Departmental Honors thesis, however, can be undertaken by any student in the department of their major as long as they have a 3.50 GPA. If a non-Honors student successfully completes a Departmental Honors Thesis, they graduate with Departmental Honors **not** University Honors. But a University Honors Student who successfully completes a University Honors Thesis in their major department will graduate with **both** University and Departmental Honors. However, a University Honors Student **does not have to** undertake two different theses to receive both Departmental and University Honors.

The 499 thesis registration forms for ALL Honors theses (University and Departmental) **must be signed by the Honors Program Director** before they are submitted to the registrar even if the student will graduate with only Departmental Honors. Students achieving University Honors ALSO receive Departmental Honors in their major academic discipline.

Questions? Confused? Just ask one of us or consult the Honors Program website:

<https://www.wittenberg.edu/academics/honorsprogram>

Beth Hallauer: hallauerb@wittenberg.edu, 327-6165 (mornings) or 327-7855 (afternoons)