

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 the 3.5 GPA, they will be removed from the Honors Program at the end of the semester. Students can reapply to the Honors Program in the Spring semester each year and should speak to the Honors Program Director.

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. They are limited to 15 students. 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.**

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 as part of the established departmental honors process. 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.**

Suggested Timeline for Honors Requirements:

Advisors should discuss with their Honors student advisees how they could 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:

Honors Seminars:

- 1) ****Non-Freshman** and spring semester freshman students can register for an Honors seminar online IF they have a cumulative 3.5 GPA AND are designated in the Student Planning System as an Honors student.
- 2) Fall semester freshman students who desire to register for an Honors seminar in the spring semester must contact the Honors Program staff via e-mail to indicate their desire to register since they have not yet established a Wittenberg GPA. Honors Program staff will forward the request to the Registrar with the necessary Program verification and approval.

Honors Contracts/Honors Thesis:

- 1) No students can register for Honors contracts or an Honors thesis online with the rest of their regular coursework – a separate paper registration form must be completed for each.
- 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 approval via signature or e-mail and provide 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.

Here is a link to the Honors Contract form:

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

- 3) Students must register for an Honors Thesis using the 499 Thesis Registration Form. Number of credits should be decided in close consultation with the thesis advisor and be based on the requirements of the departmental major and the scope of the work to be completed. Registration requires approval from the thesis advisor, two additional committee members, the department chair and the Honors Director. Approvals may be submitted by signature on the registration form or via e-mail (copied to both Honors Program staff and Registrar).

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

Honors Thesis Timeline: In the spring of the junior year, departments should identify which of their students are eligible to undertake 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 must have their project approved and all the necessary approvals 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.

****Please note that Honors Thesis defense must be completed and passed before the final day of classes. Students have until the Friday before graduation to turn in the final thesis to the Honors Program.**

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 approved 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?

Consult the Honors Program website: <https://www.wittenberg.edu/academics/honorsprogram>

OR

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