

HONORS COLLEGE



Student Handbook 2018-2019

The CSU Honors College is designed for academically-talented students committed to engaging in their discipline through experiential learning and creative scholarship.

This handbook is available online at <http://honors.columbusstate.edu>



HONORS COLLEGE
COLUMBUS STATE UNIVERSITY

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COLUMBUS STATE UNIVERSITY

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The CSU Honors College is an affiliate of the National Collegiate Honors Council (NCHC).

Our Vision

The Honors College will make Columbus State University a first choice institution for students who strive for excellence by providing transformational learning experiences, undergraduate research and interdisciplinary studies.

Our Mission

Our dual mission provides an innovatively-delivered curriculum for high-achieving students and advances the intellectual growth and recognition of the university. Our program challenges a diverse community of students to individualize their academic experiences, while serving as an institutional champion for undergraduate research, interdisciplinary studies, and creative instruction.

Goals for Student Learning

Honors graduates will:

- ❖ Identify resources and evaluate evidence used to support arguments or critiques in *multiple* academic disciplines.
- ❖ Analyze the commonalities and discords of the multiple perspectives.
- ❖ Demonstrate cultural awareness and view issues from a global perspective.
- ❖ Design independent inquiry projects that require critical and creative thinking
- ❖ Demonstrate effective research or performance skills in their academic discipline.
- ❖ Effectively communicate scholarly work within their discipline and the broader community.
- ❖ Connect their academic experience with local community experiences.
- ❖ Demonstrate that they are prepared for a career in their chosen field.

Benefits

The CSU Honors College is designed for high achieving students who enjoy experiential learning and creative inquiry. The college allows its students to design an engaging collegiate experience that meets their personal goals. As an Honors student, you will have access to:

- **Honors Advising**—learn how to customize your experience and connect your honors activities to your professional aspirations.
- **Honors Courses**—attend small classes devoted to learning via academic discourse with professors & motivated students, rather than passive listening in large lectures
- **Priority Registration for Classes**—access early class registration for flexibility in planning academic schedules to maximize opportunities for internships, service projects, and research experiences
- **Honoris Causa Membership**—join with other honors students in developing projects to serve our campus and community, while maintaining a forum for discussing current campus events and honors offerings
- **Study Abroad**—learn about other cultures by utilizing honors-designated scholarships to help defray expenses
- **Honors Enrichment Seminars**—select from many free seminars designed to engage honors students in interdisciplinary topics, personal development or cultural exchanges
- **Honors Great Conversations Seminar**—analyze interesting topics from students in all disciplines under the guidance of excellent professors
- **Academic Engagement, Undergraduate Research and Publication Opportunities**—develop research or creative projects in your favorite courses under the guidance of specialized faculty mentors
- **Career Advancement**—strategically develop your resume with internships, conferences, and research experiences
- **Honors Housing**—live on our beautiful downtown campus on a floor designed to give you the peace of mind you need and keep you connected to other Honors Students
- **Honors Seal**—receive this coveted seal on your diploma and graduate with a specialized regalia to showcase your accomplishments



Admission Requirements & Deadlines

The CSU Honors College strives to bring together academically-talented students from diverse backgrounds and interests. Students may enter the CSU Honors College either as entering first-year college student from high school or as undergraduates from CSU or other institutions of higher education.

Entering First Year

To qualify for full admission*, students entering as a first year undergraduates must have two of the following three criteria:

- Academically ranked in the top 10% of high school graduating class,
- A high school academic GPA of 3.50 or higher, or
- At least an ACT composite score of 26 or the equivalent on the SAT.

CSU & Transfer Student Admissions

In order to qualify for admission, current CSU students or students transferring to CSU must meet the following criteria for admissions to the CSU Honors College:

- Earned a cumulative GPA of 3.40 or higher.
- Completed a minimum of 15 semester hours earned that are applicable to a degree program.*
- Recommended by a university faculty member.

Applications should reflect not only the applicant's superior academic records, but also his or her commitment to learning for learning's sake, interest in exploring other disciplines, cultures and societies. In some cases, students may be admitted provisionally for one semester to insure the likelihood of success in the college and their application will be reviewed at the end of their first term.

Important Dates

For Entering Freshmen scholarship consideration will be made for those applications submitted by the Priority Deadlines of January 31st (Presidential Scholarship) and March 1st (Tower and University Scholarships). Admission to the Honors College for the next term of enrollment is offered on an ongoing basis as applications are received.

Applications will be available at columbusstate.edu/honorsapplication on October 1st.

*Note: Students enrolled in developmental courses or in courses to remediate College Preparatory Curriculum deficiencies may not enter the CSU Honors College. Students not meeting these minimum requirements may be admitted provisionally, if space is available, and are encouraged to apply.

Scholarships & Grants

The CSU Honors College encourages its members to apply for non-honors scholarships available on campus through a variety of sources including various academic disciplines, the Alumni Association, and through special programs that become available. In addition, the CSU Honors College office advertises local, regional and national scholarship competitions in conjunction with the Office of Financial Aid.

Scholarships awarded through the Honors College may be used in addition to other financial aid, including Georgia's Hope scholarship program. Active participation in the CSU Honors College is required for scholarship renewal. Honors College scholarships are supported by the following scholarship funds:

Community Scholarship Fund
Frank Brown Scholarship Fund
Gerald and Linnie Coady Scholarship Fund
Hollis Leadership Scholarship Fund
James & Gladys Smith Scholarship Fund
James Newsome Scholarship Fund
James W. Hunter Scholarship Fund
John & Judith Satlof Scholarship Fund
Leo & Florence Brooks Scholarship Fund
T. Hiram Stanley Scholarship Fund
T. Whitley Scholarship Fund
Walter E. Haywood Fund
William Fort Scholarship Fund
Myron Greentree Fund
John & Betty Ruth Rogers Fund

Entering First Year Students

Each year the Honors College awards a limited number of Presidential, Tower, and University Scholarships to students entering their first year of university studies who have been admitted to the CSU Honors College. Applications to the college are reviewed to determine each student's eligibility to compete for these scholarships. Students will be notified of their eligibility to compete for scholarships, and additional information may be requested at that time.

The Presidential Scholarship is an annual, renewable scholarship of up to \$5,000. The Tower Scholarship is an annual, renewable scholarship of up to \$2,500. Both the Presidential and Tower Scholarships may be renewed up to four years and include a one-time study abroad stipend of up to \$3,200 that may be used when the Honors scholar reaches their junior year. The University Scholarship is a one-time scholarship, valued at \$1,000 that may be converted to a Tower Scholarship (less the study abroad stipend), based on the student's performance during the freshman year.

Honors College Scholarship for Undergraduates

The Honors College Scholarship for Undergraduates is designed to award active participation in the Honors College and support all academic activities that may enhance the education and development of its best scholars. The goals of this scholarship program are to retain outstanding students at CSU and support national and international pursuits that raise the stature of the Honors College. Scholarships of up to \$1250 per semester, renewable up to four semesters, would be awarded based upon funding available. Funding remaining available from endowments after the “Entering Freshmen” competitions would be used as well as funds from prior scholarship recipients who have withdrawn or were suspended from the college.

To be eligible for the Honors College Scholarship for Undergraduates, undergraduates must have completed 45 credit hours. These students should also be in good standing with Honors College (Honors College members on probation are not eligible). The application deadline is April 15th.

Study Abroad

All members of the CSU Honors College, including those receiving the Honors Scholarships listed above, are provided access to specially-designated study abroad scholarships and given first priority to general study abroad scholarships to cultivate global and cultural perspectives. The Center for Global Engagement (CGE) offers a wide variety of programs from spring break field experiences to semester-long exchanges, and students are encouraged to explore courses within their majors or as electives. Study abroad scholarships are available for all levels (e.g. freshmen, sophomores) and applications are located at CGE.



Out-of-State Tuition Waivers

The CSU Honors College offers a limited number out-of-state tuition waivers annually. The waivers are renewable for up to four years and require active participation in the CSU Honors College. Students applying to the Honors College by March 1st as entering freshmen, transfer, or CSU students are eligible.

Undergraduate Research & Experiential Learning Grants

Scholarly and creative projects are one of the cornerstones of the CSU Honors College, and its members are encouraged to apply for Student Research and Creative Endeavors (SRACE) Grants to support projects related to their thesis or Honors Contract work. The SRACE Grant program, funded by the Office of the Provost, provides up to \$300 for materials, supplies, or travel costs to disseminate research findings or creative projects.

The Honors College also offers Educational Activity Grants which are small grants to support co-curricular activities including funding to support research, conference travel, and study abroad programs. Applications are due December 15th and April 15th of each year.

Internal & External Scholarships

All members are encouraged to apply for scholarships that periodically become available from local, regional, and national sources. The CSU Honors College Office advertises scholarships and announces due dates via email and using the CSU Honors College Calendar, and will disseminate any information about new scholarship resources provided by its members. Some recent scholarship opportunities include:

- Udall Scholarships
- Barry Goldwater Scholarship
- Science Technology Engineering & Mathematics (STEM)
- National Society of Collegiate Scholars
- Phi Kappa Phi Honors Society



Honors Expectations

In Fall of 2017, the Honor College moved to a point system (facilitated within the Honors Community in CougarView) which has the following requirements for students enrolled in the Honors College:

- 2 semester hours of ITDS 1779H: Scholarship Across the Disciplines
- 3 semester hours of lower division courses designated as Honors
- 3 semester hours of HONS 3555: Great Conversations
- 3 semester hours of one of the following:
 - HONS 4901 Senior Project Proposal & HONS 4902: Thesis and Oral Defense
 - HONS 4901 Senior Project Proposal & HONS 4002: Alternative to the Thesis

AND students must earn 10 points in each of the following Honors Categories:

- Academic Enhancement
- Personal Enrichment
- Research & Inquiry

Students who enrolled prior to Fall 2017, may complete the requirements they enrolled under or the requirements of the Point System.

Navigating the Honors Community

All students enrolled in the Honors College will be enrolled in the Honors Community, which students will see as an ongoing course in CougarView. Videos providing an overview of the Point System and how to navigate the Honors Community are at the links below.

[Introduction to the Point System](#)

[Navigating the Honors Community](#)

Maintaining Good Standing

To maintain good standing, members must continually make progress toward completing their Honors requirements and maintain their GPA. Members with Honors scholarships must enroll in a minimum of twelve semester hours per semester. Enrollment in any honors designated course, courses accompanying an honors contract, study abroad, or courses contributing to program requirements (such as internationally-themed, or Servant Leadership) will be evidence of progress toward completion of the Honors College requirements, as will submitting points requests for qualifying activities not connected to course enrollment. Members who are not actively making progress but wish to remain in Good Standing must notify the Honors College Office in writing and provide a justification for their lack of progress.

Status of all members will be checked at the end of Fall and Spring semesters. Students in Good Standing are granted priority registration.

Honors Advising

In order to insure students make adequate progress toward graduating with the Honors College Seal, an Honors Advising Hold will be applied to all students' accounts each semester. This hold will prevent students from registering for courses, and may be lifted by meeting with an Honors College Advisor. Students must still meet with their academic advisor.

Honors Advising Appointments may be scheduled through EAB by following the steps below:

1. Log-in through the MyCSU tab on the CSU Homepage.
2. Click EAB on the menu on the left-hand side of the screen.
3. On the upper right-hand side click on the tab "Get Advising".
4. Select the reason you would like to meet with an Advisor using the drop-down menus.
 1. Honors Advising - A-J - Ms. Laura Pate
 2. Honors Advising - K-Z - Ms. Jasmine Reid
5. Select Honors College as your location.
6. Select Laura Pate or Jasmine Reid.
7. Here you will see available times. Choose your day and morning or afternoon.
8. Available times will show in blue by date on the next screen.
9. To Book: Click on a time under the date you wish to schedule and select "Next".
10. The Appointment Confirmation Screen will come up.
11. Add any relevant notes/questions in the box, and select a reminder if you wish to receive an email or text message to remind you of the appointment.

When students arrive for an advising appointment, they should check in through the EAB system with the student assistant in the lobby of Illges Hall or with the administrative coordinator in Illges 308.

Following an advising appointment, students are asked to complete the Honors Advising Survey which will help us in improving our services. This survey can be found at:
<https://honors.columbusstate.edu/advising-survey/>

Point Requests

Point requests for activities not related to a course must be submitted through the Honors Community in CougarView by the last day of Priority Registration Week for points to be counted toward badges awarded at the College's semester recognition ceremonies. Points submitted after this date will earn badges, but pinning will be delayed. Graduating Seniors MUST have all points submitted by that time.

Benchmark Badges and Honors Pins

In order to guide students in making appropriate progress each year, the Honors College has developed Badges that students can achieve by hitting specific checkpoints each year. These are as follows:

Bronze (Freshman): ITDS 1779H + 5 Honors Points = Bronze Badge
 (2) + (5) = **(7)**

Silver (Sophomore): Bronze Badge + 10 Honors Points = Silver Badge
 (7) + (10) = **(17)**

Gold (Junior): Silver Badge + HONS 4901 + Contract + 6 Honors Points = Gold Badge
 (17) + (1) + (3) + (6) = **(27)**

Honors Pin* (Senior): Gold Badge + 3 Points = Honors Pin (80% of Requirements)
 (27) + (3) = **(30)**

Honors Seal: Honors Pin + HONS 4902 + HONS 3555 + 3 Points = Honors Seal
 (30) + (2) + (3) + (3) = **(38)**

*Students pursuing the Associate of Science in Engineering may earn the Honors Pin by completing 75% of the Honors requirements due to a shortened length of program. 75% requires:

- Completion of ITDS 1779H
- Completion of Great Conversations or the Thesis Sequence
- 24 Honors Points Earned

Communications

CSU email accounts and the Honors Community in CougarView are the official communication methods of the CSU Honors College, and all members are expected to maintain their accounts. Announcements and deadlines are sent through email and/or CougarView notifications, and members are responsible for knowing their content. In addition, the CSU Honors College maintains a Google Calendar which students may add to their personal calendar as well as a calendar in the Honors Community. College events, contract and scholarship deadlines are kept on the calendar and members may add items by contacting the administrative coordinator.

Curriculum Vitae Requirement

Honors Students are expected to submit an updated version of their Curriculum Vita (CV) by **May 15th** each year. This allows the student to reflect and document their accomplishments from the year and receive feedback from advisors. These should be submitted through the appropriate submission folder in the Honors Community.

Semester & Annual Document Checklist

The CSU Honors College expects its members to develop academically, professionally, and culturally through many activities in and outside the classroom. In order to support each member's progress and monitor the effectiveness of the delivery of all CSU Honors College components, documents are collected and distributed through the CSU Honors College office at the end of each semester and annually. Below is a checklist for all members to assist them in tracking their progress and developing a portfolio.

Semester Checklist

Each member should:

- Meet with an Honors advisor
- Log point requests with supporting documentation for qualified activities not connected to a course in the Honors Community in CougarView.
- Review progress in Honors requirements through "Grades" in Honors Community in CougarView.

Annual Checklist (Due by May 15th)

- Curriculum Vitae

Designed to help develop each member's portfolio for postgraduate school and careers, members are required to submit a curriculum vitae documenting their professional development utilizing the format available online.

Curricular Requirements

Scholarship Across the Disciplines

Students are introduced to scholarship across academic discipline through invited talks by university researchers working on nationally and globally-significant projects. Presentations are accompanied by reading and writing assignments that develop essential undergraduate research skills such as writing reviews of related literature, critiquing appropriate sources, the identification of research problem, critical analysis of texts, or confrontations with work of arts.

Lower Division Courses

Lower division honors courses are offered in most subject areas and are designated with an "H" suffix, (e.g. POLS 1101H) and come in two types. Honors dedicated courses have a maximum enrollment of 18 students and are restricted to honors and high-achieving students. Courses are taught through discourse, rather than lectures and may have accompanying field trips and enrichment activities. Second, occasionally honors courses are "cross-listed courses" with traditional or study abroad courses with non-honors students. These courses allow students access to our most distinguished and popular professors who teach large enrollment courses or to study overseas with non-honors students. Honors students typically work together in groups under the direction of the professor to complete projects that extend the material discussed in lecture. If the coursework is imbedded within Study Abroad programs, and if taken with HONS 3510, it may satisfy both the lower division and international education requirement.

Lower division courses are offered on a rotating basis to enable students to fulfill their CORE curriculum requirements (Areas A-E) while meeting CSU Honors College requirements.

Upper Division Honors Contracts

The primary method of earning honors credit in upper-division courses is to complete an honors contract. Students can transform any upper-division course into an honors course by developing a project through consultation and collaboration with a faculty member. All contracts must be submitted online through myCSU by the date set in the fourth week of each semester to the CSU Honors College Office for approval.

All honors contracts should enrich the quality of your educational experience rather than simply increasing the workload. Therefore, you should consider proposing contracts in courses related to your major that will enhance your academic portfolio.

An Honors Contract should be:

- An opportunity for undergraduate research
- A chance to delve deeper into your area of interest
- A chance to do in-depth learning with a mentor
- A way to extend the student-professor relationship
- Preparation for graduate-level work

An Honors Contract must not be:

- Graded assignments
- Busy work
- A longer paper
- Extra homework problems
- Extra reading assignments
- Part of the expected workload of the class

Possible contracts include:

- Working as a research assistant
- Analyzing original or primary sources related to course materials
- Additional reading, discussion, and synthesis on a topic of mutual interest to the student and instructor
- Completing a literature review or writing policy paper
- Synthesizing cross-disciplinary concepts related to course materials
- Designing teaching tools or adapting course material for use in pre-college or lower division classes (especially appropriate for future teachers)

Policies for Honors Contracts

An Honors student may attach an Honors Contract to any upper-division course (3000 or above) in which he/she is enrolled. While courses are typically selected from a student's discipline, students may contract with any upper division course that contributes to their specific educational goals and is approved by the CSU Honors College. To maintain the quality of Honors Contracts, no faculty member may engage in more than three contracts per semester in all courses taught.

Honors Contract Procedures

The project associated with the Honors Contract must be mutually developed by the faculty member teaching the course and the Honors student.

Proposal: The Honors Contract Proposal Form should be completed online, by logging into myCSU, and submitted for approval by the CSU Honors College by the deadline **set each semester during the fourth week of classes.**

Approval: The CSU Honors College Dean has final determination of whether the proposed contract has the potential to meet the CSU Honors College learning outcomes and if completed, will earn honors course credit. If the contract is not approved, the CSU Honors College will consult with the faculty member teaching the course, with the Honors student, and with the department chair, advising them of possible revisions.

Progress Check: Two weeks before the end of the semester, the CSU Honors College will check with all faculty members engaged in Honors Contracts to determine the likelihood of students' contract completion. If the contract is likely to be completed, a new section of the course will be created for the student with an honors designation which is cross-listed with the original section and the faculty member will be the primary faculty of record.

Contract Completion & Evaluation: One week prior to the end of the semester, the CSU Honors College Office will send an Honors Contract Completion Form to all faculty members engaged in Honors Contracts along with the Honors Contract Faculty Evaluation Form. The faculty will complete both forms and return it to the Honors College Office no later than the last day of finals, and then submits the grade in ISIS under the new honors section.

The project associated with the Honors Contract must be completed and submitted to the faculty member no later than the first day of finals. The student will then complete the Honors Contract Student Evaluation Form, and if the Honors Contract involves any artifacts appropriate for archiving (e.g. term papers, videos) the student will submit a copy of the project to the Honors College. A copy of the student's work may be put in the student's file, on display in the library or on the Honors website for interested parties to view.

If the student fulfills the contract as specified, an honor designation "Honors" will be added to the course description on the transcript. Failure to complete the contract will not affect the student's grade in the course, only the student's designation of the course as Honors.

Contract Student Checklist

- Meet with course instructor to discuss contract idea
- Consider applying for external or internal funding to support your project
- Submit Honors Contract Proposal Form Online (Due by date set by the College)
- Consider applying to present your project at conferences
- Complete project by the beginning of finals
- Submit any artifacts from contract to the CSU Honors College.

HONS 3555: Great Conversations

This seminar is designed to engage students in cross-disciplinary analyses at the upper division level. Ideally, the course is team-taught by faculty who select a specific topic that may be viewed from different disciplinary perspectives. Faculty will provide relevant readings, assignments, or other experiences (guest lectures, field trips, etc.) that will inform extended discussions that challenge students to re-examine current and enduring issues. Since the topics vary, the course may be repeated once as an elective.

HONS 3000: Honors Academic Enrichment Seminars, HONS 3010: Honors Global Perspective Seminars & HONS 3020: Honors Personal Enrichment Seminars

Each student completes on-campus enrichment courses in order to meet the curricular requirements of the college. The courses are designed to interconnect disciplines and enrich the collegiate experience through cultural, historical, and social perspectives.

HONS 3000 are zero-credit hours and open only to members of the CSU Honors College, who guide the selection of topics offered. Topics vary each term and extend beyond standard university offerings. Some of the past topics include: international films, world religions, American Sign Language, photography, varieties of Protestantism, and history and arts venues. HONS 3000 courses are open to all honors students, including freshmen, and are graded S/U (satisfactory/unsatisfactory).

HONS 3010 Global Perspective Seminars expose students to events and activities designed to enhance their cultural awareness and view our world from a global perspective. Each seminar requires 12-15 contact hours and may be repeated for credit with different topics. Any student from first year to senior year may enroll in up to two sections in the same semester. HONS 3010 courses are open to all honors students, including freshmen, and are graded S/U (satisfactory/unsatisfactory).

HONS 3020 Personal Enrichment Seminars are designed to develop career and life skills such as resume building, soft skills, interviewing techniques, meditation, grant writing, and personal finance. Each seminar requires 12-15 contact hours and may be repeated for credit with different topics. Any student from first year to senior year may enroll in up to two sections in the same semester. HONS 3020 courses are open to all honors students, including freshmen, and are graded S/U (satisfactory/unsatisfactory).

HONS 3510: Honors International Study

Each member of the CSU Honors College is required to earn two points within the Academic Enhancement Area of the Point System through some form of International Education. Many members elect to study abroad and enroll in HONS 3510 during the semester they complete coursework at an international venue. To earn a satisfactory grade, students must document their experience during their study abroad either electronically (e.g. blog or website) or through a reflective journal. Students are encouraged to include photography, sketches, and other meaningful items to enhance a readers understanding of their experience.

HONS 3025: Honors Service Learning

Students may opt to develop a semester-long service learning project in which they apply knowledge and skills specific to their academic majors to their work with individuals and/or groups in the community. Students may develop service learning projects as teams or individually and must submit a proposal for their project prior to enrolling in HONS 3025. To earn a satisfactory grade in HONS 3025, students must identify a local agency and community need, develop a proposal to provide a service that meets that need, perform the service, and formally present their work to the community and other honors students. Service learning projects earn points in either the Personal Enrichment area or Research and Inquiry area of the point system.

Capstone Experience: Thesis & Alternative to Thesis

During the final year of the CSU Honors College, members complete a capstone experience which includes a thesis or an alternative to thesis (including juried performances). Students are encouraged to begin thinking about their thesis topic during their junior year, and many times, students discover their topic while completing an Honors Contract.

HONS 4901: Senior Project Proposal

The capstone experience for honors members should begin three semesters prior to graduation (excluding summer), and students should enroll in HONS 4901 Senior Project Proposal no later than the semester prior to their intended graduation. Students often begin to develop ideas for their thesis or alternative to thesis while completing honors contracts or by attending senior defenses or performances. **All Biology Majors and English majors in the Creative Writing Track have special requirements for their capstone experience as described in the section [“Thesis Process for Specific Majors.”](#)**

The Senior Project Proposal course is a one credit hour course that is graded as Satisfactory or Unsatisfactory. To earn a satisfactory grade, honors members must:

1. Meet biweekly with the Honors Dean or his/her designee to discuss your senior project. These meetings are designed to clarify the process of completing the senior project and make resources available to you as you progress through your senior year. During the meeting students will also be shown examples of prior projects and discuss the differences between thesis projects and alternative projects that would qualify for honors level work. Students should consider applying for university grants, if available, to support materials, travel, and supplies for their work.

2. Select and meet with Thesis or Senior Project Advisor. Students should request a faculty member in their major to serve as their thesis (or senior project) advisor but may be allowed, with approval from the Honors Dean, to select advisors outside their major if academic rationale is provided. Students will work with a faculty member or two to decide on an appropriate topic, develop the timeline for the project, and discuss research methods appropriate to the discipline and overall expectations for the honors project. For most departments, students will ask that faculty member to become their Thesis Advisor or Thesis Director. It is important to note that all students are responsible for initiating contact and maintaining good communication with their Thesis Advisor throughout the process of completing the senior projects.

3. Complete the Thesis Proposal & Thesis Proposal Form. The form, available online at honors.columbusstate.edu, must be signed by the student, the thesis advisor, and the Honors College Dean. The senior project proposal (5-10) pages should be attached to the Proposal Form along with a timeline for completion. Language utilized in the proposal is often incorporated into the senior project, but the proposal must include the background and scope of the project, methodology or procedures, the expected format (e.g. thesis or alternative to thesis, citation style, etc.) and if an alternative to a thesis is selected, a thorough description of the end product. **Note: Music students selecting the alternative to thesis option are required to complete a juried lecture recital.** Proposals for lecture recitals should include a discussion of how the proposed presentation will interweave the aspects of lecture and performance.

Upon approval, students will receive an “S” for HONS 4901 and be enrolled in HONS 4902 to complete the honors thesis and oral defense or HONS 4912 to complete an alternative project. If the proposal is not approved within one semester, the student will receive an “IP” for “In Progress.” If you do not believe you will complete the project you must contact the Honors College Dean prior to the end of the semester.

HONS 4902: Honors Thesis & Oral Defense

Honors Thesis: The goal in having the thesis is to demonstrate student capability to initiate, conduct, complete, and present research that is worthy of recognition in their own fields of study. The length of a thesis will vary according to the nature of the discipline but is generally shorter in

the sciences (25-35 pages) and longer in the humanities, business, and social sciences (40-60 pages). Citation method (APA, MLA, Turabian, Chicago, etc.) will vary by discipline and should be denoted on the thesis proposal. Some departments or disciplines view student thesis work as something not only that should be presented in conferences (state, regional, national, or international) but also should produce a manuscript submission for journals. For these situations, the Honors College Dean and Thesis Advisor will collaboratively set length requirements. All final drafts of the thesis should be submitted to the Oral Defense Committee for review at least one month prior to the defense. To complete the Honors College requirements and receive the Honors Seal, graduating students must successfully defend their thesis prior to the end of the semester in which they will graduate.

Oral Defense Committees & Thesis Defense: The thesis advisor, in consultation with the honors student, will select one or two other faculty members with expertise related to the senior project to serve as voting members on the Oral Defense Committee. The Thesis Advisor will Chair and be a voting member of the committee. The CSU Honors Dean will appoint one non-voting member (which could be the Dean) from the Honors Education Committee to serve on the committee.

All students are encouraged to defend their thesis at least three weeks prior to the end of the term to allow for revisions, if required. The student will give committee members of the Oral Defense Committee a copy of their thesis for review at least one month prior to the defense. The defense must be attended by all voting committee members who will meet immediately following the student presentation to discuss both oral and written work, make suggested edits (if any), and to decide whether or not student passes “as is,” “with minor edits,” “substantial changes under oversight of Thesis Advisor,” or “needs to make major changes in written and oral work.” Should the committee suggest the latter, the student and Thesis Advisor would need to set another defense date – meeting the same timeline expectations provided for the first defense. In this case, the student could defend before semester’s end, if the 2nd defense date allows sufficient time before semester’s end.

An unsuccessful defense or juried recital will not in itself interfere with a student’s graduation unless the thesis hours are needed for graduation. If the defense is unsuccessful, the student may revise the thesis according to the recommendations of the committee and may defend a second time. If the second attempt is unsuccessful, the student will not have satisfied the requirements of the Honors College, even though all other requirements may be fulfilled. Academic misconduct, including plagiarism, associated with an honors senior project will result in an unsatisfactory grade for the course.

Students should prepare copies of the Thesis Cover Page prior to the defense, and if the defense is successful, members of the committee will sign the cover page at the end of their deliberations.

Thesis Binding: Two copies of the bound thesis will be placed in the Simon Schwob Library; one copy will be given to the Honors College. Students should also check with their academic department to determine if a bound copy is desired. Students completing projects may include a DVD or CD which may be placed in pockets adhered to the back cover of the thesis. Current instructions on preparing a thesis for binding is available on the library website at: <https://honors.columbusstate.edu/thesis-guide.php>

It is the responsibility of the Honors student to provide CSU with at least three bound copies of the thesis. The student may order more copies for personal use. Your degree will not be released if your thesis has not been submitted to the library by the time you walk.

HONS 4912: Alternative to Honors Thesis

Alternative projects have the same goal as completing an honors thesis, which is to demonstrate a student's capability to initiate, conduct, complete, and present research that is worthy of recognition in their own fields of study. However, for many disciplines an alternative presentation may be better suited to illustrate an honors student's capabilities. Alternatives to thesis projects may also include a wide variety of artistic displays, films, performances, computer program development, etc. For example, in theatre, the thesis alternative could involve a set design or other impressive project that is accompanied by a written bound work. For music students, the alternative to thesis must be a lecture recital that is a synthesis of performance and scholarship and may include, for example, aspects of performance practice, analysis, or pedagogy pertaining to music programmed on the student's senior recital. The format of the lecture recital includes reading a prepared paper (illustrated with performed excerpts) followed by a complete performance of the work. *Music students are encouraged to attend other honors lecture recitals as early as their freshman year in order to become acquainted with this requirement of the Honors College.*

Preparation Guidelines for Alternative to Thesis: All projects must result in a written bound project and must be reviewed by a jury or oral defense committee. The length of the written work will vary based upon the nature of the discipline and project and should be delineated in the senior project proposal, along with any citation method utilized (APA, MLA, Turabian, Chicago, etc.) Some departments or disciplines view student projects as something not only that should be presented in conferences (state, regional, national, or international) but also should produce a manuscript submission for journals. For these situations, the Honors College Dean and Thesis Advisor will collaboratively set length requirements. All final drafts of the written portion of the project should be submitted to the Jury or Oral Defense Committee for review at least one week prior to the juried performance or defense. To complete the Honors College requirements and receive the Honors Seal, graduating students must successfully complete all aspects of their senior project prior to the end of the semester in which they will graduate. Thesis Presentations: The options for thesis presentations include a Juried Lecture Recital and a Project Defense. Students selecting the juried lecture recital option will present their work first to a jury, and if the performance/recital is successful, they will present their work to the public. Juried lecture recitals must occur more fewer than three weeks prior to the public lecture. The Senior Project Advisor, in consultation with the honors student, will select one or two other faculty members with expertise related to the senior project to serve as voting members on the Jury or on the Oral Defense Committee. The Senior Project Advisor will Chair and be a voting member of the jury or committee. The CSU Honors College Dean will appoint one non-voting member (which could be the Dean) from the Honors Education Committee to serve on jury or committee.

All students are encouraged to defend their thesis or project at least three weeks prior to the end of the term to allow for revisions, if required. The student will give jury or committee members a final draft of the written portion of their project at least one week prior to the juried performance or defense. The performance must be attended by all voting jury or committee members who will meet immediately following student presentation to discuss both oral and written work, make suggested edits (if any), and to decide whether or not student passes "as is," "with minor edits," "substantial changes under oversight of Senior Project Advisor," or "needs to make major changes in written and/or oral work." Should the jury or committee suggest the latter, the student and Senior Project Advisor would need to set another recital or defense date – meeting the same timeline expectations provided for the first jury or defense. In this case, the student either could defend before semester's end, if the 2nd recital or defense date allows sufficient time before semester's end.

An unsuccessful juried recital or defense will not in itself interfere with a student's graduation unless the course hours are needed for graduation. If the recital or defense is unsuccessful, the student may revise the project according to the recommendations of the jury or committee and

may perform a second time. If the second attempt is unsuccessful, the student will not have satisfied the requirements of the Honors College, even though all other requirements of the college may be fulfilled. Academic misconduct, including plagiarism, associated with an honors senior project will result in an unsatisfactory grade for the course.

Students should prepare copies of the Thesis Cover Page prior to the jury, and if the performance is successful, members of the jury will sign the cover page at the end of their deliberations.

Written Project Binding: Two copies of the bound thesis will be placed in the Simon Schwob Library; one copy will be given to the Honors College. Students should also check with their academic department to determine if a bound copy is desired. Students completing projects that include an alternative performance, lecture recital, etc, should include a DVD which may be placed in pockets adhered to the back cover of the thesis. Current instructions on preparing a thesis for binding is available on the library website at:

http://library.columbusstate.edu/about_us/departments/cataloging/theses.asp

It is the responsibility of the Honors student to provide CSU with at least three bound copies of the thesis. The student may order more copies for personal use.

Senior Project Process for Specific Majors

Biology Majors

Since the biology program imbeds undergraduate research into its curriculum, honors students are expected to complete the course sequence BIOL 4391, 4392, and 4393 at an honors level and do not complete HONS 4902 or HONS 4912. This course sequence completes a senior project in biology, which undergoes an approval process which includes presentations to peers and professors within the department. In addition, honors students must present their research at a professional meeting, such as Beta Beta Beta, Association of Southeast Biologists, or the Georgia Academy of Science. The approved project is bound and otherwise treated as a thesis. Biology majors should consult with their academic advisor regarding all deadlines with respect to developing and completing their undergraduate research project, but must (1) present research proposals and the final thesis draft to the Honors College for review; (2) invite the Honors Dean to the campus presentation; (3) adhere to the thesis preparation instructions and binding deadlines.

English Majors in the Creative Writing Track

English Majors who are completing the Creative Writing Track should plan to write their thesis in one of the three major genres—poetry, fiction, or creative nonfiction. They must take the advanced writing workshop in that genre and meet the requirements for a senior thesis in that genre as established in the Course Catalog. Rather than taking ENGL 4999: Creative Writing Senior Thesis, however, they should plan to take HONS 4901 and HONS 4912. This course sequence completes an Honors project in creative writing, which undergoes an approval process that includes submission of the creative work in the portfolio to literary journals and contests deemed suitable for students' specific material. They will consult with their thesis director (selected based on the genre in which they write their thesis) on which journals and/or contests would be promising candidates for submitting their work, composing a cover letter, and preparing the manuscript. They will be required to submit their work to at least five literary journals, though up to two approved writing contests may be substituted for a corresponding number of journals. Creative Writing Track majors should consult with their academic advisor regarding all deadlines with respect to developing and completing their senior thesis, but they must (1) present research proposals and the final thesis draft to the Honors College for review; (2) invite the Honors Dean to the thesis defense; (3) adhere to the thesis preparation instructions and binding deadlines.

Psychology Majors

All undergraduate psychological research involves a strong match between a mentor's area of expertise and research topic, therefore honors students in psychology must submit research proposals to a departmental committee that selects the thesis advisor. For basic inquiries regarding preparation of thesis proposals while enrolled in HONS 4901, students may seek advice from any psychology faculty during office hours. However, please note that faculty will only provide guidance and a committee will determine the thesis advisor. Students should turn their thesis proposal into the psychology department's chair, Dr. Schmidt, via email on the date specified on the HONS 4901 course syllabus. Once the committee has chosen your thesis advisor the Honors College will notify you.

Honoris Causa

Members of the CSU Honors College have the privilege of joining Honoris Causa, our award winning campus organization. Honoris Causa translates into "for the sake of honor" in Latin and characterizes the dedication and leadership exhibited by its members through its many campus, community and cultural activities. Members in the organization work together on student-generated service projects, advising and shaping the CSU Honors College curriculum, and coordinating academic and social events.

Participation in Honoris Causa allows members to develop projects to serve our campus and community, while maintaining a forum for discussing current campus events and honors offerings. As one of the leading student organizations, Honoris Causa sponsors the annual student colloquium, CSU Tower Day, where undergraduate students showcase their research, paper presentations, creative projects, and original works.

Members are encouraged to assume leadership roles, both in Honoris Causa and within their disciplines, to develop skills that allow deeper civic engagement and promote community interaction. Our students in the past have coordinated:

- Fundraising events for charity: water, Heifer International, March of Dimes, and others
- Service projects such as tutoring and reading to at-risk youth
- Study groups and academic resource exchanges
- Weekend retreats, such as whitewater rafting, snow skiing, and hiking
- Publication of Aspirations, the semi-annual newsletter

Active Membership

Membership in Honoris Causa is strongly encouraged since the organization is essential to the success of the overall program and is used as a vehicle to announce program curriculum and policies. Active members attend at least 1 Honoris Causa meetings and 1 sponsored events each semester, plus an additional attendance credit at either another meeting or another event. Members may choose to attend monthly meetings on Main campus in Illges 317 or on the RiverPark campus in the new Frank Brown Hall. Schedules of sponsored events are available on the CSU Honors College Calendar and are announced at the beginning of each semester.

Students may earn one point per year of active membership in Honoris Causa in the Honors Point System. Points will be awarded based on lists provided to Honors advisors by the Honors Causa Secretaries.

Students interested in becoming officers should see the [Honoris Causa Bylaws and Constitution](#).

Officers 2018-2019

Abby Grace Moore, President
Gabby Chan, Vice President Main Campus
Josh Richmond, Vice President RiverPark Campus
Savanna Doster, Secretary Main Campus
Molli McGinnis, Secretary RiverPark Campus
Anju Shajan, Treasurer Main Campus
Michelle Saiz, Treasurer RiverPark Campus
Gabe Hart, Social Media Coordinator
Elizabeth Biggs, Social Event Coordinator
Gabe Bello, SGA Representative
John Estrada, Alternate SGA Representative

Probation, Suspension, & Reinstatement

The probation, suspension, and reinstatement policy is designed to encourage and support students to complete the CSU Honors College. The process entails additional communication between students, their academic advisors and the CSU Honors College to coordinate services that can lead to improved academic outcomes and the successful completion of the CSU Honors College requirements.

Warnings & Probation

Students are able to check their progress in the point system at any point during the semester. Students GPA and points connected to coursework will be added by Honors advisors following each semester during winter and summer break.

A member will be placed on probation if:

- His/her cumulative GPA falls below 3.4, and/or
- Has not made adequate progress for two consecutive semesters

Students placed on probation must meet with their Honors College Advisor to discuss plans to improve their performance which may include coordinating tutoring or academic support services and prepare an academic plan outlining remaining required coursework needed. During probation, students may continue to take Honors Coursework and participate in Honoris Causa events. Students on probation will not receive Priority Registration.

Suspension & Reinstatement

At the end of one semester on probation, if the cumulative grade point average is below 3.4 or the student has failed to maintain active status, the student will be suspended from the CSU Honors College. Reinstatement may occur if the student's grade point average returns to 3.4 or higher AND the student petitions the CSU Honors College for formal reinstatement. Student petitions must include a proposed academic plan delineating how the student can complete the CSU Honors College requirements prior to graduation.

Petitions of exception to any probation, suspensions, or reinstatement may be submitted to the CSU Honors College Dean for consideration.