
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 17-A-15

Approved by the Faculty Senate
March 22, 2016

1 **BRIEF SUMMARY:** This bill updates the procedures portion of the existing *Faculty*
2 *Handbook* section on the Jane Stephens Honors Program (Chapter 3, Section G) to update to
3 current practice, to remove the limitation on hours earned by contract and to update the
4 requirements to apply for honors faculty status.

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6 **REVISING “JANE STEPHENS HONORS PROGRAM” PROCEDURES SECTION**

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8 **BE IT RESOLVED THAT:** subject to the passage and approval of this bill that Chapter 3,
9 Section G of the *Faculty Handbook* be amended by replacing the existing content with the
10 following “procedures” section:

11 *Faculty Senate Bill 17-A-XX begins here*

12 **Procedure for Admissions to the Honors Program**

13 Entering students are eligible for admission into the Stephens Honors Program if they meet the
14 following criteria: a cumulative high school grade point average of at least 3.50 on a 4.0 scale (or
15 its equivalent) and an ACT composite test score of at least 27 (or its equivalent).

16 Students who do not meet the standards may be admitted to the program by petition if, at the end
17 of at least 15 semester hours of college work, they have earned a cumulative grade point average
18 of 3.50 or above.

19 **Participation in the Honors Program**

20 To answer questions concerning participation in the Honors Program contact the Honors
21 Program or review the Honors Program’s website.

22 **Procedures for Program Completion**

- 23 1. In order to remain in the program after admission, a student must 1) maintain a minimum
24 grade point average of 3.50 and 2) maintain active involvement in the program. Falling
25 below the required minimum cumulative GPA of 3.50 in any semester will cause the
26 student to be placed on Honors probation. If at the end of the probationary semester the
27 student’s cumulative GPA is 3.50 or higher, he/she, will be returned to regular Honors
28 status. If the cumulative GPA is still lower than 3.50 but the semester GPA is 3.50 or

29 higher, the student will remain on Honors probationary status. If the semester GPA for a
30 probationary semester is lower than 3.50, Honors status will be discontinued. A student
31 may apply for readmission to the program if the cumulative GPA is raised to 3.50 or
32 higher.

33 To maintain active involvement in the Stephens Honors Program, the student must meet
34 the following rate of progress toward accumulating the 24 hours of Honors credit needed
35 to complete the program.

Honors hours completed at Southeast Missouri State University	Total hours completed at Southeast Missouri State University
3	30
9	60
18	75
21	90

- 36 2. Failure to meet these credit hour minimums will result in the student being placed on
37 Honors probation. If the requisite number of Honors credits is accumulated by the end of
38 the next semester, s/he will be returned to regular Honors status; otherwise, Honors status
39 will be discontinued. A student may petition the Faculty Honors Council for an
40 exemption from the criteria for active involvement if he/she was not able to meet those
41 standards due to extenuating circumstances, or if he/she had significant involvement in
42 Honors Program activities other than course work (e.g., serving on the Student Honors
43 Council, presenting a paper at an Honors conference).
- 44 3. To complete the Honors Program, a student must:
- 45 1. Earn a cumulative grade point average of 3.50 or above.
 - 46 2. Earn a minimum of 24 hours of Honors credit, including 6 hours at the 300-
47 and/or 400- levels.
 - 48 3. Complete a senior level research project. This project must be approved by a
49 member of the Honors Faculty, who serves as the supervisor of the project, and by
50 the Director of the Honors Program.
- 51 4. Students who complete the Honors Program requirements will be recognized as follows:
- 52 1. They will be designated Honors Scholars.
 - 53 2. They will be identified at the Commencement ceremony.
 - 54 3. They will receive a medallion to be worn at the commencement exercises.
 - 55 4. Notification of completion of the Honors Program requirements will be added to
56 their academic transcript.

57 **Procedures for Establishing Honors Curriculum**

58 Honors Credit. Honors credit may be earned in two ways: (1) by taking specially designated
59 Honors sections of courses in the University curriculum; (2) by contracting for Honors credit in
60 non-Honors sections.

61 A. Honors Sections. Honors sections may be designated for any course in the University
62 curriculum. This arrangement permits the creation of Honors sections in any lower-
63 division course, whether or not it directly serves general education requirements, and in
64 advanced upper-division courses, should sufficient demand arise. However, sections of
65 courses in the University Studies curriculum should predominate. Honors sections will be
66 designed and taught so as to contribute to the goals and objectives of the Honors
67 Program; at the same time, they will meet the content requirements of their non-Honors
68 counterparts.

69 Credit by Contract. An individual Honors Student may contract with a member of the
70 Honors Faculty to receive Honors credit in any course in the University curriculum. This
71 arrangement permits students to earn Honors credit in courses which cannot support the
72 creation of specially designated Honors sections (for example, independent study and
73 research). The Honors contract will ensure that the student undertakes independent work
74 which satisfies the goals and objectives of the Honors Program; at the same time, it will
75 ensure that the normal content requirements of the course are met.

76 B. General Characteristics of the Honors Course. While meeting the defined objectives of
77 their non-honors counterparts, honors courses are expected to emphasize creative and
78 active learning, analysis and synthesis, and application of background knowledge.
79 Particular attention is paid to student initiative, methodological awareness, depth of
80 investigation, and diversity of learning resources. Student initiative is encouraged. There
81 is less reliance upon drill, lecture, and textbook review, and greater reliance upon
82 independent readings, class discussion, question and answer sessions, collective problems
83 solving, and student conducted research. Methodological awareness is the nature of
84 professional activity in the discipline, historical development of the discipline, and
85 current issues and problems.

86 Depth of investigation is found where material is covered in greater detail, where greater
87 emphasis is placed in implications and underlying principles, and where intellectually
88 more demanding issues and problems are discussed. Diversity of learning resources
89 implies less reliance upon traditional textbook presentation of material, and greater
90 reliance upon a variety of sources, including professional articles and books, books of
91 current and historical interest, elected readings from periodicals, library resources,
92 visiting faculty, and team teaching. Methods of student evaluation are expected to be
93 consistent with the nature and intent of an Honors course as here defined.

94 C. The criteria used to evaluate students in Honors sections should be equivalent to the
95 criteria used to evaluate students in non-Honors sections. Honors sections should be

96 distinguished by the qualities described above rather than by the amount of work required
97 or by the difficulty of attaining a given grade.

98 **Procedures for Course Approval**

- 99 1. It is not necessary to seek special course approval for Honors sections, since they are,
100 indeed, sections of already approved courses. However, it is the responsibility of the
101 department and college within which the Honors section is offered, and the Director of
102 Honors, to ensure that the course design satisfies the requirements of an Honors course.
- 103 2. To earn Honors credit by contract, the student must provide a written description of the
104 work to be done in addition to the regular course work. The proposed Honors work must
105 be approved by the instructor, and the Director of Honors. When the student completes
106 the approved Honors work, the instructor notifies the Director of Honors; the Director of
107 Honors notifies the Registrar; and Honors credit is duly indicated in the student's
108 transcripts.

109 **Procedures for Designating Honors Faculty**

110 Honors courses are to be taught by members of the honors faculty. Honors faculty must have:

- 111 1. A doctorate or the appropriate terminal degree. Any exceptions must be approved by the
112 department chairperson, college dean, and the Faculty Honors Council.
- 113 2. At least two years university-level teaching experience and a demonstrable record of
114 excellence in teaching.
- 115 3. An ongoing record of scholarship and/or professional development.
- 116 4. Recommendations from the appropriate chairperson and dean.

117 **Administrative Procedures**

118 Program oversight is provided by the Director of Honors. The Director of Honors reports to the
119 Dean designated by the Provost and acts on the advice of the Faculty Honors Council. The
120 Faculty Honors Council will be composed of one representative from each college and Kent
121 Library, an honors student representative, and the Director of Honors. College representatives
122 will be selected by their respective college councils and in the case of Kent Library by the
123 Library faculty. The student representative is elected by honors students. The Director acts as
124 chair of the Faculty Honors Council.

125 *Approved by Faculty Senate Bill 11-A-14 April 6, 2011, Reviewed by President May 3, 2011,*
126 *Posted for 15 Day Review May 10, 2011-June 1, 2011. Updated and approved by Faculty Senate*
127 *Bill 15-A-5 on 2/25/15, Reviewed by President 4/14/15, Posted for 15 Day Review 4/15/15.*

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Action	Date
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