

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

Section 1 — The Honors College Mission Statement

Section 2 — Honors Councils

- 2-1. University Honors Council
- 2-2. University Student Honors Council

Section 3 — Admission, Continued Eligibility, and General Honors Award Requirements

- 3-1. Admission
 - 3-1-1. Entering Freshmen by ACT (SAT) Score, High School Grade Point Average, and Optional Essay
 - 3-1-2. Entering Freshmen by Petition
 - 3-1-3. Transfer and Continuing Students
- 3-2. Eligibility for Continued Enrollment in Honors Courses
 - 3-2-1. Grade Point Averages Required
 - 3-2-2. Review of Records and Notification of Ineligible Students
 - 3-2-3. Appeals Committee for Extraordinary Circumstances
 - 3-2-4. Regaining Honors College Eligibility
 - 3-2-5. Violation of University Academic Integrity Policy (F! on Transcript)
 - 3-2-5-1. Honors College Eligibility
 - 3-2-5-2. Honors College Awards and Degree
- 3-3. Requirements for General Honors Award (Certificate and Transcript Entry)
 - 3-3-1. Breadth Requirements
 - 3-3-2. Honors Seminar/Interdisciplinary Honors Courses
 - 3-3-3. Additional Honors Hours
 - 3-3-4. Grade Point Average
 - 3-3-5. Honors Contracts
 - 3-3-6. Transfer Honors Credit
 - 3-3-7. OSLEP Credit
 - 3-3-8. Special Experience Option
 - 3-3-9. Certificate and Transcript Entry

Section 4 — College or Departmental Honors Award Requirements (Transcript Entry)

- 4-1. College or Departmental Honors Award Requirements
 - 4-1-1. International Study Option Credit Toward College or Departmental Honors Award
- 4-2. Double Majors with Honors Awards in Both Majors
- 4-3. Grade Required for Honors Credit
- 4-4. Cumulative and OSU Grade Point Averages Required
- 4-5. Application for College or Departmental Honors Award
- 4-6. Defense of Creative Component
- 4-7. Colloquium Presentation
- 4-8. Filing of Approved Copy and Abstract
 - 4-8-1. Provision for Electronic Archiving of Honors Theses
- 4-9. Transcript Entry

Section 5 — The Honors College Degree (Transcript Entry, Special Diploma)

- 5-1. General Requirements for The Honors College Degree
 - 5-1-1. Special Experience Option Credit Toward Honors College Degree
 - 5-1-2. International Study Option Credit Toward Honors College Degree
- 5-2. Grades Required in Honors Work
- 5-3. Top Ten Percent Option for College
- 5-4. Hoods for The Honors College Degree Candidates

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

- 5-5. Community Service Option
- 5-6. International Study Option
- 5-7. AP and CLEP Credit Option
- 5-8. International Study Endorsement to Honors College Degree

Section 6 — Honors Courses

- 6-1. Definition
- 6-2. Faculty Teaching Honors Courses
- 6-3. Honors Laboratory and Discussion Sections
- 6-4. Content and Grading in Honors Courses
- 6-5. Enrollment in Honors Courses
- 6-6. Maximum and Minimum Enrollment for Honors Courses
 - 6-6-1. Maximum Enrollment
 - 6-6-2. Minimum Enrollment
- 6-7. Evaluation of Honors Courses

Section 7 — Honors Contracts

- 7-1. Content
- 7-2. Course Instructor with Faculty Rank Required
- 7-3. Deadlines
- 7-4. Grades in Courses with Honors Contracts
- 7-5. Reporting
- 7-6. Maximum Number of Contracts
 - 7-7. Honors Contracts Permitted Only in Courses Acceptable for Degree Credit
 - 7-8. Honors Contract Permission After Non Completing Honors Contract in Earlier Semester

Section 8 — Honors Academic Advising

- 8-1. Qualifications for Honors Advisors
- 8-2. Evaluation of Honors Advising

Section 9 — Honors Status Reports

Section 10 — Privileges Earned by Active Participants in The Honors College

- 10-1. Definition of an Active Participant in The Honors College
- 10-2. Priority Enrollment
- 10-3. The Honors College Study Lounge
- 10-4. Extended Library Check-out Privileges
- 10-5. Active Participant Status—Exceptions Under Extraordinary Circumstances

Section 11 — Honors Alumni Board

- 11-1. Purpose of the Board
- 11-2. Membership Selection and Terms
- 11-3. Board Chair or Co-Chairs

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

SECTION 1. THE HONORS COLLEGE MISSION STATEMENT

The mission of The Honors College is to provide an enhanced and supportive learning environment for outstanding undergraduate students. This goal will be accomplished through the active involvement of faculty noted for their excellence in undergraduate teaching in small honors sections of regular catalog courses, interdisciplinary Honors courses, special Honors seminars, and opportunities for research. The Honors College shall be a unit with its own budget with a Director who is administratively responsible to the Provost through the Associate Vice President for Academic Affairs. The Director shall work in close cooperation with a faculty University Honors Council and a University Student Honors Council to establish and review policies and procedures for The Honors Colleges. Consistent with these policies and procedures, The Honors College shall:

- (1) disseminate information about Honors requirements, benefits, awards, and Honors College Degree recipients to prospective Honors students and other interested publics through direct communication, university publications, teleconferencing, and the news media;
- (2) admit students to The Honors College, maintain records concerning their continued eligibility for The Honors College and their progress toward Honors College awards, and certify their Honors College awards and Honors College Degrees to the Registrar;
- (3) provide special Honors academic advising through The Honors College Office by faculty and professional staff who themselves have earned Honors Program or Honors College degrees;
- (4) encourage and coordinate the creation and scheduling of Honors sections of courses taught in the undergraduate colleges;
- (5) develop, schedule, and budget interdisciplinary Honors courses and special Honors seminars using the HONR course prefix;
- (6) promote Honors students' involvement in research which will culminate in a senior Honors thesis or project and public presentation of the research;
- (7) facilitate communication within the OSU community among students, faculty, staff, and administration with regard to Honors matters;
- (8) arrange special programs and events for the larger university community;
- (9) equip and maintain The Honors College Study Lounge and computer facility in Old Central; and
- (10) participate fully in the activities of the National Collegiate Honors Council and the Great Plains Honors Council.

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

SECTION 2 – HONORS COUNCILS

2-1. UNIVERSITY HONORS COUNCIL. The University Honors Council shall be composed of the Director of The Honors College (*ex officio* chair of the Council) and seven faculty members whose budgeted assignment includes at least 0.25 FTE undergraduate instruction and who have a demonstrated interest in The Honors College, appointed by the Provost upon recommendation by the Deans of the OSU undergraduate colleges, as follows: Agricultural Sciences and Natural Resources (1), Arts & Sciences (2), Business Administration (1), Education (1), Engineering, Architecture and Technology (1), and Human Environmental Sciences (1). Members shall serve a term of three calendar years, beginning in the fall semester, and they may be reappointed.

Terms shall expire at the beginning of the fall semester of the years indicated below and every three years thereafter: Agricultural Sciences and Natural Resources, 1991; Arts & Sciences (#1), 1992; Arts & Sciences (#2), 1993; Business Administration, 1991; Education, 1992; Engineering, Architecture and Technology, 1991; and Human Environmental Sciences, 1993.

The University Honors Council shall be chaired by the Director of The Honors College and shall: (1) recommend to the Provost policy concerning course requirements and other criteria for Honors College awards; (2) represent the interests and concerns of faculty in the members' respective colleges concerning The Honors College; (3) represent The Honors College to the faculty of the members' respective colleges and serve as contact points for faculty; (4) serve, along with two members of the University Student Honors Council, as a committee to which students may appeal, in extraordinary circumstances, to be permitted to continue enrollment in Honors courses even though their cumulative grade point averages do not meet normal requirements under Honors College policy; (5) provide recommendations to the Director on any special situations concerning admission, etc., which may be referred to it by the Director; (6) review faculty proposals for honors seminars and other special honors courses which are to be funded through The Honors College; and (7) encourage and support faculty members seeking external funding through grants and contracts related to Honors College development.

2-2. UNIVERSITY STUDENT HONORS COUNCIL. The University Student Honors Council shall be composed of seven undergraduate students active in The Honors College, appointed by the Director of The Honors College upon recommendation by the Deans of the OSU undergraduate colleges, as follows: Agricultural Sciences and Natural Resources (1), Arts & Sciences (2), Business Administration (1), Education (1), Engineering, Architecture and Technology (1), and Human Environmental Sciences (1). Members shall serve a term of one calendar year, beginning in the fall semester, and they may be reappointed. The University Student Honors Council shall elect its own chairperson at the first meeting of the fall semester.

To serve on the University Student Honors Council, a student must have completed a minimum of fifteen honors credit hours prior to appointment, have Oklahoma State University and cumulative grade point averages of at least 3.50, and continue to be an active participant in The Honors College as defined in Section 10-1, below. It is recommended that Deans nominate students who have completed the requirements for the General Honors Award or, if such students are not available, students who will complete the requirements for the General Honors Award at the conclusion of the semester in which they begin service on the University Student Honors Council.

The University Student Honors Council shall: (1) represent the interests and concerns of honors students in the members' respective colleges; (2) represent The Honors College to the students of the members' respective colleges and serve as a contact point for student concerns with regard to The Honors College; (3) meet, as appropriate, in joint session with the faculty University Honors Council to discuss matters of common concern; (4) provide two of its members to serve with members of the University Honors Council as a committee to which students may appeal, in extraordinary circumstances, to be permitted to continue

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

enrollment in Honors courses even though their grade point averages do not meet normal requirements under Honors College policy; (5) recommend and plan special events for Honors College students; and (6) make recommendations to the Director on any other matters concerning The Honors College.

SECTION 3 — ADMISSION, CONTINUED ELIGIBILITY, AND GENERAL HONORS AWARD REQUIREMENTS

3-1-1. Entering Freshmen by ACT (SAT) Score, and High School Grade Point Average, and Optional Essay

Regular Admission: Entering freshmen whose applications are postmarked or submitted electronically by February 1 prior to the fall semester in which they enter Oklahoma State University shall be eligible by meeting the following criteria: a composite score of 27 or higher on the ACT (or comparable SAT score) and a high school grade point average of 3.75 or higher. (Weighted high school grade point averages certified by high schools may be used for this purpose.)

Effective with freshmen matriculating in the 2012 fall semester an optional essay in response to a variety of prompts designed to elicit evidence of traits not measured by the ACT (SAT), but correlated with success in college and life after graduation, may be submitted as part of the application to The Honors College. The Honors College may consider the optional essay as part of a review of the student's application if it provides additional evidence of potential for success.

Entering freshmen who are not admitted based on these criteria may petition for admission according to Section 3-1-2 below.

Conditional Admission: Entering freshmen whose applications are postmarked or submitted electronically after February 1 prior to the fall semester in which they enter Oklahoma State University who meet the criteria above shall be considered for admission on a rolling basis and be eligible for admission dependent upon a projection of the number of regularly-accepted freshmen likely actually to enter the university, enrollment dates actually scheduled for regularly-accepted freshmen, and anticipated number of continuing Honors College students. Conditionally-admitted freshmen may enroll for honors classes during the summer enrollment period as long as space is available.

3-1-2. Entering Freshmen by Petition.

Entering freshmen who fall just short of the criteria specified above may submit a written petition for admission to The Honors College, using a form provided by the College at the request of the student. The Director shall review the petition and supporting documents provided by the student and, in consultation with a University Honors Council faculty representative from the undergraduate college in which the student proposes to major (if a faculty representative is available), determine whether the student appears to demonstrate high potential for success in The Honors College and merit admission under this section. The number of new freshmen entering by petition shall be limited to no more than approximately five percent of the number of entering freshmen admitted to The Honors College.

3-1-3. Transfer and Continuing Students. Transfer and continuing students who have earned at least seven (7) college credit hours will be eligible on the basis of a cumulative college grade point average which meets eligibility requirements for honors course enrollment. [See §3-2-1.] Students other than new freshmen who do not meet the OSU and cumulative grade point average requirements because of grades earned at least two years prior to application for admission to the College may petition for provisional admission on the basis of a written OSU faculty recommendation and at least one semester's academic performance at Oklahoma State University which shows to the Eligibility Appeals Committee (see Section

POLICIES & PROCEDURES OF THE HONORS COLLEGE
Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

3-2-3) that it is highly probable that the student's OSU and cumulative (not "retention") grade point averages will be at least 3.50 at the time of graduation.

3-2. ELIGIBILITY FOR CONTINUED ENROLLMENT IN HONORS COURSES

3-2-1. GRADE POINT AVERAGES REQUIRED. To be eligible for continued enrollment in honors courses (defined as courses, sections, seminars, etc., with section numbers in the 700-range), students must maintain the following minimum OSU and cumulative (not "retention") grade point averages:

- | | |
|-----------------------------------|------------------------|
| 1. Fewer than 60 hours earned | 3.30 (See note below.) |
| 2. 60 - 93 hours earned | 3.40 |
| 3. 94 hours earned and thereafter | 3.50 |

Note: Freshmen failing to earn at least 3.00 OSU and cumulative grade point averages during the fall semester shall not be eligible for continued enrollment in honors courses in the subsequent spring semester unless truly extraordinary circumstances justify approval of continuation in The Honors College by the appeals committee.

3-2-2. REVIEW OF RECORDS AND NOTIFICATION OF INELIGIBLE STUDENTS. At the end of the fall semester, the Director of The Honors College shall review the academic records of all freshmen and all students granted one-semester appeal eligibility. [See §3-2-3.] In the case of freshmen who failed to achieve Oklahoma State University and cumulative grade point averages of at least 3.00, and in the case of students granted one-semester appeal eligibility who failed to achieve the cumulative grade point average required for continued enrollment in honors courses, the Director shall notify the students by mail at their permanent addresses and by e-mail sent to their OSU e-mail addresses in the files of The Honors College that they are no longer eligible for honors course enrollment and that they will be dropped from their spring semester honors courses unless truly extraordinary circumstances have contributed to their failing to maintain the minimum grade point average required at the end of the fall semester. The Director also shall notify the Registrar to drop these ineligible students from the class rolls for spring semester honors sections in which they had enrolled unless an electronic appeal is filed by the second day university offices are open after December-January holidays.

At the end of the spring semester, the Director of The Honors College shall review the academic records of all students in the files of The Honors College to determine whether they meet the Oklahoma State University and cumulative grade point average criteria for continuation in the College. If it is determined that ineligible students have pre-enrolled for honors courses for the fall semester, the Director shall notify those students by mail at their permanent addresses and by e-mail sent to their OSU e-mail addresses on file with The Honors College that they are no longer eligible and that they must arrange to drop the honors courses within fourteen days. If the students fail to make the schedule changes within the time period specified, the Director shall notify the Registrar to drop the ineligible students from the class rolls of the honors courses for the fall semester.

3-2-3. APPEALS COMMITTEE FOR EXTRAORDINARY CIRCUMSTANCES. At the time students are notified of their ineligibility to continue in the honors courses for the fall semester, they also shall be notified that if their ineligibility is the result of truly extraordinary circumstances they may petition a faculty-student committee made up of members of the University Honors Council (with the Director not voting) and two students from the University Student Honors Council (if they are available) for an exception to the Oklahoma State University and cumulative grade point average requirement for continuation in honors courses. The student must notify the Director of The Honors College (in writing, in person, or by telephone) of his or her intention to petition for an exception within the fourteen-day period specified in the ineligibility letter. (Upon receipt of such notification, the Director shall refrain from

POLICIES & PROCEDURES OF THE HONORS COLLEGE **Oklahoma State University**

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

directing the Registrar to drop the student from honors courses for the fall semester until the committee has reached a decision.) The student shall then transmit to the Director of The Honors College a written statement outlining his or her extenuating circumstances in time to be received within seven days from the end of the fourteen-day period specified above. The committee shall consider the petition, and a majority of those voting shall be necessary to grant an exception to the cumulative grade point requirement. The committee, at its discretion, may grant a one-semester exception or a two-semester exception to the OSU and cumulative grade point requirements for continued enrollment in honors courses. The Director shall notify the student of the committee's decision and, if an exception is not granted, shall direct the Registrar to drop the student from class rolls of fall semester honors courses in which the student had pre-enrolled. (In the case of appeals by freshmen at the end of the fall semester, appeals specifying in detail the truly extraordinary circumstances must be sent by e-mail to the Director of the Honors College by 5:00 p.m. on the second day university offices are open after December-January holidays.)

3-2-4. REGAINING HONORS COLLEGE ELIGIBILITY. If a student becomes ineligible for continuation in The Honors College and later regains eligibility by improved OSU and cumulative grade point averages, the student may reenter The Honors College and enroll in honors courses which are available at that time. The student must provide The Honors College Office with official verification of the additional work which will restore the OSU and cumulative grade point averages to the level required for eligibility. (In the case of work appearing on the student's OSU transcript, such verification may be obtained electronically in The Honors College Office.)

3-2-5. VIOLATION OF UNIVERSITY ACADEMIC INTEGRITY POLICY (F! GRADE ON TRANSCRIPT)

3-2-5-1. HONORS COLLEGE ELIGIBILITY. No student who receives a grade of F! as a result of violation of the university's academic integrity policy shall be eligible to continue in The Honors College until the ! has been removed from his or her transcript. It shall be the responsibility of the student to notify The Honors College when the ! has been removed.

3-2-5-2. HONORS COLLEGE AWARDS AND DEGREE. No student who receives a grade of F! as a result of violation of the university's academic integrity policy shall receive any Honors College Award or Honors College Degree until the ! has been removed from his or her transcript.

(A) If an F! is recorded for a course in the same semester in which an Honors College award or Honors College Degree is certified to the Registrar, that Honors College award or Honors College Degree shall be removed from the student's transcript.

(B) If an F! is recorded for a course in a semester subsequent to the semester in which an Honors College award or Honors College Degree was certified to the Registrar, the Honors College award or Honors College Degree shall remain on the student's transcript.

POLICIES & PROCEDURES OF THE HONORS COLLEGE **Oklahoma State University**

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3-3. REQUIREMENTS FOR GENERAL HONORS AWARD (CERTIFICATE & TRANSCRIPT ENTRY) – 21 HOURS

3-3-1. BREADTH REQUIREMENTS. Twelve hours of honors credit (grade of “A” or “B”) with a minimum of three credit hours per area from four of the following areas:

- [1] Courses Required of All OSU Students (English Composition, American History, American Government)
- [2] Humanities (courses designated “H”)
- [3] Mathematics, Statistics, Computer Science, Management Sciences & Information Systems, and Other Courses Designated “A”)
- [4] Natural Sciences (courses designated “N”)
- [5] Social Sciences (Courses designated “S”)
- [6] Other Courses with Honors Credit (which are not included in areas 1 through 5, above)
- [7] Approved Special Experience Option (study abroad, off-campus internship, cooperative education semester, research or other creative activity, or leadership or service)

In the case of students for whom, because of AP or CLEP credit, it is impossible to earn honors credit in four breadth requirement areas without adding hours to their undergraduate degree requirements, the Director of The Honors College may waive one (1) of the four areas of the breadth requirement.

3-3-2. HONORS SEMINAR/INTERDISCIPLINARY HONORS COURSES. A minimum of two honors seminars or interdisciplinary honors courses with a minimum of four credit hours in honors seminars or interdisciplinary honors courses (which also may be used to satisfy a portion of the breadth requirement), grade of “A” or “B” required.

3-3-3. ADDITIONAL HONORS HOURS. Sufficient additional hours of honors credit (grade of “A” or “B” required), including at least three honors credit hours in upper-division work, to reach total of twenty-one credit hours. [Note: This amendment becomes effective for freshmen matriculating in Fall, 2008, and thereafter.]

3-3-4. GRADE POINT AVERAGE. At the time of completion of the requirements for the General Honors Award, a minimum cumulative grade point average of 3.50 must have been maintained. In the case of students who have transferred hours from other institutions, a 3.50 grade point average in all hours earned at Oklahoma State University must have been maintained as well as a cumulative grade point average of 3.50 for all college work undertaken.

3-3-5. HONORS CONTRACTS. Under normal circumstances, no more than nine credit hours within the 21-hour General Honors requirement may be earned by honors contract. In the case that scheduling conflicts make it impossible for a student to meet the 12-hour minimum in honors sections, courses, or seminars (all designated by section numbers in the 700-range), upon recommendation of the student's academic college the Director of The Honors College may permit an additional three hours of honors contract credit. Honors contracts may not be utilized by transfer students to meet the minimum of six hours of honors credit earned at Oklahoma State University for the General Honors Award. [See §3-3-6, below.]

3-3-6. TRANSFER HONORS CREDIT. In meeting the breadth requirements and honors seminar/interdisciplinary honors course requirements for the General Honors Award, students who have transferred from other institutions may utilize a maximum of fifteen (15) transfer honors credit hours, including hours graded “P,” “S,” etc., when letter grades are not awarded in these honors courses at the institution from which the credit has been transferred. The remaining six (6) honors credit hours must be

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

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earned at Oklahoma State University through honors sections or honors seminars/interdisciplinary courses. Honors contracts may not be used for these six hours.

3-3-7. OSLEP CREDIT. With the approval of the Director of The Honors College, up to four (4) credit hours graded pass (“P”) earned through the Oklahoma Scholarship-Leadership Enrichment Program (OSLEP) may be utilized toward the General Honors Award. The Director shall designate the area(s) in which such hours may be counted on a case-by-case basis.

3-3-8. SPECIAL EXPERIENCE OPTION. Students who complete (1) a study abroad experience, (2) an off-campus internship, (3) a cooperative education semester, (4) research or other creative activity, or (5) leadership or service may use one of these experiences as one of the four distribution areas for the General Honors Award.

If academic credit is granted for the experience, a grade of “A” or “B” shall be required, unless the experience is graded pass-fail, in which case a grade of “Pass” shall be required. If academic credit is granted for the experience, the student may be exempted from an equal number of General Honors Award hours, up to a maximum of three (3) credit hours.

If academic credit is not granted for the experience, the student shall petition for Honors College approval in advance of the experience and then provide documentation of successful completion of the experience as well as a reflective paper about what he or she learned as a result of the experience and how this knowledge may be used in his or her future as well as for the benefit of others. The Director of the Honors College may exempt the student from up to three (3) credit hours of the requirements for the General Honors Award on the basis of the documentation and reflective paper. If the Director does not approve the exemption, the student may appeal the decision to the University Honors Council.

3-3-9. CERTIFICATE AND TRANSCRIPT ENTRY. Upon the student's completion of the curricular requirements for the General Honors Award with the necessary grade point average, the Director of The Honors College shall prepare an appropriate certificate of award and notify the Registrar that the student is entitled to the “General Honors Award” transcript entry.

SECTION 4 — COLLEGE OR DEPARTMENTAL HONORS AWARD REQUIREMENTS (TRANSCRIPT ENTRY) — 12 HOURS

4-1. COLLEGE OR DEPARTMENTAL HONORS AWARD REQUIREMENTS. A college may elect to utilize a single College Honors Award, separate Departmental Honors Awards, or provide a choice between the College Honors Award and the Departmental Honors Award in the student’s academic major, all subject to college-established minimum requirements. Criteria for admission to college/departamental honors programs and for continuation in those programs shall be established by the academic colleges, subject to the general requirement of 3.50 OSU and cumulative grade point averages and a minimum of twelve hours of upper-division honors credit including a creative component. In the case of students who have transferred hours from other institutions, a 3.50 grade point average in all hours earned at Oklahoma State University must have been maintained as well as a cumulative grade point average of 3.50 for all college work undertaken. [See “Top Ten Percent” alternative calculation in Section 4-4, below.]

4-1-1. INTERNATIONAL STUDY OPTION CREDIT TOWARD COLLEGE OR DEPARTMENTAL HONORS AWARD. With the advance approval of the student’s college, up to three (3) upper-division credit hours earned using the International Study Option (Section 5-6, below) may be counted toward the College or Departmental Honors Award without honors credit being required in these

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

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credit hours. These credit hours may not also be used for the waiver provision of Section 5-6, but additional credit hours may be used for that waiver provision.

4-2. DOUBLE MAJORS WITH HONORS AWARDS IN BOTH MAJORS. In the case of students seeking to earn a double major with honors (any combination of Departmental and/or College Honors Awards), the student shall fulfill the requirements for both awards (including a creative component in each) and shall earn a minimum of six (6) upper-division honors credit hours beyond the requirement for the College Honors Award or Departmental Honors Award for the student's first major. The student may count a particular course toward the honors requirements in both majors if the course may be counted in the curricular requirements for both majors, subject to the requirement that six additional honors hours must be earned beyond the first major's honors requirements.

4-3. GRADE REQUIRED FOR HONORS CREDIT TOWARD AWARD. A grade of "A" or "B" shall be required in all work counting toward College or Departmental Honors Awards.

4-4. CUMULATIVE AND OSU GRADE POINT AVERAGES FOR AWARD. At the time of completion of the requirements for the College or Departmental Honors Award, a minimum 3.50 cumulative grade point average must have been maintained. In the case of students who have transferred hours from other institutions, a 3.50 grade point average in all hours earned at Oklahoma State University must have been maintained as well as a cumulative grade point average of 3.50 for all college work undertaken.

A college may, at its option, adopt a "Top Ten Percent" calculation for the College or Departmental Honors Award (for the entire college or for specified degree programs) to provide an alternative to the grade point average criteria specified in Sections 4-1 and 4-4, subject to a 3.25 OSU and cumulative grade point average minimum. Such a "Top Ten Percent" policy shall be specified in writing by the college, approved by the dean, and submitted to the Director of The Honors College. It shall be the responsibility of the college to determine which, if any, students qualify for the College or Departmental Honors Award under the alternative calculation and to notify the Director of The Honors College of the names and class rank of students meeting the criteria established by the college.

4-5. APPLICATION FOR COLLEGE OR DEPARTMENTAL HONORS AWARD. Candidates for the Departmental or College Honors Award shall file an award application form, as specified by The Honors College Office, before the beginning of their final semester or summer session. The award application form shall contain a working title for the senior honors thesis, report, or creative component as well as the names of two faculty members who will serve as the student's committee. Prior to submission to The Honors College Office, the award application shall be approved and signed by the faculty member responsible for directing the senior honors thesis, report, or creative component and by the Honors Director of the student's College. If credit hours earned under the International Study Option are counted toward the College or Departmental Honors Award, they shall be specified as such on the award application form.

4-6. DEFENSE OF CREATIVE COMPONENT. The senior honors thesis, report, or other creative component shall be defended before a minimum of two members of the faculty who have been selected to serve as the student's committee by the Department or College.

4-7. COLLOQUIUM PRESENTATION. Candidates for the Departmental or College Honors Award shall make a public presentation of a summary of their thesis, project, or creative component in a colloquium sponsored by a Department, one of the undergraduate Colleges, or The Honors College. The method of presentation shall be that deemed appropriate for the discipline by the faculty members who serve on the student's committee. Only in circumstances in which the Dean or Honors Director of a

POLICIES & PROCEDURES OF THE HONORS COLLEGE **Oklahoma State University**

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College petitions the Director of The Honors College for a waiver of the presentation requirement may a student be excused from this requirement.

4-8. FILING OF APPROVED COPY AND ABSTRACT. Candidates for the Departmental or College Honors Award shall file one approved copy of the thesis, report, or other creative component and a one-page abstract of findings with The Honors College Office. In addition to the text, in a style and format appropriate to the discipline, the copy filed shall include an approval page as specified by The Honors College which shall contain the original signatures of at least two faculty members and of the Honors Director of the student's College along with the date of the successful defense of the senior honors thesis, report, or creative component. The deadline for filing the approved copy of the thesis, report, or other creative component shall be the last day on which grades may be reported for the semester or summer session.

4-8-1. INCLUSION IN ELECTROIC DATABASE. At the written request of the student (and with the written recommendation of the faculty thesis director and the Honors Director of the student's College), the student's thesis, report, or other creative component along with the student's one-page abstract and the approval signatures page may be provided to the Edmon Low Library for inclusion in the electronic database of theses. In such case, the student shall provide electronic copies of the thesis, report, or other creative component and of the one-page abstract to The Honors College. The Honors College shall provide a form with which the student may make such a request and on which the faculty thesis director and the Honors Director of the student's College may indicate their recommendation for inclusion on the electronic database of theses.

4-9. TRANSCRIPT ENTRY. Upon completion of the College or Departmental Honors Award, a transcript entry shall be made indicating "College Honors in [College]" or "Departmental Honors in [Department]."

SECTION 5 — THE HONORS COLLEGE DEGREE (TRANSCRIPT ENTRY, SPECIAL DIPLOMA) — 39 HOURS

5-1. GENERAL REQUIREMENTS FOR THE HONORS COLLEGE DEGREE. A student who completes a minimum of thirty-nine (39) honors credit hours with a grade of "A" or "B," including the requirements for both the General Honors Award and for the College or Departmental Honors Award in his or her academic major with a minimum 3.50 cumulative grade point average at the time of graduation, shall receive The Honors College Degree. A special honors diploma shall be prepared, a transcript entry showing "Honors College Degree" shall be made, and the interpretative information provided by the Registrar along with transcripts shall indicate that an Honors College Degree is earned by meeting the curricular requirements of The Honors College as well as the requirements for the bachelor's degree. In the case of students who have transferred hours from other institutions, a 3.50 grade point average in all hours earned at Oklahoma State University must have been maintained as well as a cumulative grade point average of 3.50 for all college work undertaken.

5-1-1. SPECIAL EXPERIENCE OPTION CREDIT TOWARD HONORS COLLEGE DEGREE. Students who are exempted from General Honors Award credit hour requirements under the Special Experience Option (Section 3-3-8, above) are exempted from the same number of credit hours for the Honors College Degree requirement.

5-1-2. INTERNATIONAL STUDY OPTION CREDIT TOWARD HONORS COLLEGE DEGREE. Up to three (3) upper-division credit hours earned using the International Study Option (Section 5-6, below) and counted toward the College or Departmental Honors Award (Section 4-1-1, above) may be

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

counted toward the Honors College Degree without honors credit being required in these credit hours. These credit hours may not also be used for the waiver provision of Section 5-6, but additional International Study Option credit hours may be used for that waiver provision.

5-2. GRADES REQUIRED IN HONORS WORK. A grade of “A” or “B” shall be required in all work counting toward the Honors College Degree.

5-3. TOP TEN PERCENT OPTION FOR COLLEGE. A college may, at its option, adopt a “Top Ten Percent” calculation for the Honors College Degree (for the entire college or for specified degree programs) to provide an alternative to the grade point average criteria specified above, subject to a 3.25 OSU and cumulative grade point average minimum. Such a “Top Ten Percent” policy shall be specified in writing by the college, approved by the dean, and submitted to the Director of The Honors College. It shall be the responsibility of the college to determine which, if any, students qualify for the Honors College Degree under the alternative calculation and to notify the Director of The Honors College of the names and class rank of students meeting the criteria established by the college.

5-4. HOODS FOR HONORS COLLEGE DEGREE CANDIDATES. Colleges may elect to hood candidates for The Honors College Degree at their respective convocation exercises. If they elect to do so, only those students who are candidates for The Honors College Degree shall receive the undergraduate hood. (Colleges wishing to recognize students who have earned the Departmental or College Honors Award at their convocation exercises may do so, but some form of recognition clearly distinct from the honors hood shall be employed.) The Director of The Honors College shall transmit to the Student Union Bookstore a list of candidates for The Honors College Degree at a point near the middle of the semester.

5-5. COMMUNITY SERVICE OPTION. During the sophomore and junior years, an honors student with OSU and cumulative grade point averages of at least 3.50 may undertake community service with an agency or organization in Stillwater or its immediate vicinity to earn waiver of one (1) to three (3) of the thirty-nine (39) honors credit hours required for the Honors College Degree (not including any honors hours used toward the General Honors Award or the Departmental or College Honors Award). Such community service must be undertaken while the student is enrolled on campus. A minimum of fifteen (15) hours of verified satisfactory community service shall be required for each honors credit hour to be waived, and no more than thirty (30) hours of community service may be counted from any one semester or summer session. Community service hours shall be verified by a supervisor from the agency or organization on a form approved by the Oklahoma State University Volunteer Center or by The Honors College. With the exception of tutoring performed through University Academic Services, on-campus activities shall not be considered community service under this option. The student must certify to The Honors College that the community service hours are not being used for any course, program, requirement, or assignment on or off campus other than The Honors College’s community service option under this section. Approval from the Director of The Honors College must be obtained before beginning volunteer service with an agency or organization that is not approved through the Oklahoma State University Volunteer Center. Freshmen and seniors are not eligible for this option.

5-6. INTERNATIONAL STUDY OPTION. Honors students are encouraged by The Honors College to participate in international study. An OSU honors student with 3.50 OSU and cumulative grade point averages may earn a waiver of up to six of the six honors credit hours required for the Honors College Degree beyond the General Honors Award and the Departmental or College Honors Award requirements.

This waiver will be awarded for college credit earned while participating in the Reciprocal Exchange Program through the OSU Study Abroad Office. One honors hour will be waived for each three (3) semester credit hours earned (with grade of “A” or “B,” or the equivalent grades in the institution attended) that count toward OSU graduation requirements. Courses completed with grades of “P,” “S,” etc. will be acceptable for this option when regular letter grades are not awarded in the courses at the international

POLICIES & PROCEDURES OF THE HONORS COLLEGE **Oklahoma State University**

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

institution from which the credit has been transferred. The student is obligated to provide a detailed explanation of the grading system when applying for a waiver under this section.

Permission to make use of this option must be obtained in advance from the Director of The Honors College or the University Honors Council.

Students wishing to earn a waiver under this Section by participating in international study other than through the Reciprocal Exchange Program administered by the OSU Study Abroad Office must petition the Director of the Honors College or the University Honors Council in advance to do so and must demonstrate that the educational experience will be the equivalent of that offered through the Reciprocal Exchange Program in terms of classes at an international institution taught by that institution's faculty and with that institution's students.

5-7. AP AND CLEP CREDIT OPTION. Students who earn credit hours by examination through the College Board's Advanced Placement Program (AP) with a score of four (4) or higher or an equivalent score on the College Level Examination Program (CLEP) may earn waiver of one (1) to six (6) of the thirty-nine (39) honors credit hours required for the Honors College Degree (not including any honors hours used toward the General Honors Award or the Departmental or College Honors Award). One honors hour will be waived for each three (3) semester credit hours earned by AP and/or CLEP. This option applies only for courses that may be counted for credit toward the student's undergraduate degree.

5-8. INTERNATIONAL STUDY ENDORSEMENT TO HONORS COLLEGE DEGREE. Honors College students may earn the "Honors College Degree with International Study Emphasis" transcript entry and diploma notation by meeting one of the following sets of requirements:

(1) Completion of the requirements for one of the following academic minors with a minimum of three (3) credit hours earned in a study-abroad experience (which may be in an independent-study format): African American Studies, American Indian Studies, Ancient and Medieval Studies, Asian Studies, Central Asian Studies, Classical Studies, Foreign Language, Hispanic and Latin American Studies, Russian and East European Studies, International Business, or International Studies. The Honors College shall provide appropriate forms for this option.

(2) Completion of an international study program approved by The Honors College that includes a minimum of eighteen (18) credit hours of related courses, at least six of which must meet the requirements of the International Study Option (Section 5-6, above). The Honors College shall provide appropriate forms for this option. The student shall submit the proposed plan of study before undertaking the international study portion of the plan. If the Honors College Director does not approve a proposed international study program, the student may petition the University Honors Council and University Student Honors Council for approval of the proposed program.

SECTION 6 – HONORS COURSES

6-1. DEFINITION. An honors course is any undergraduate course, section, seminar, tutorial, or other academic credit offering designated as such by the college in which it is offered by assignment of a section number in the 700-range. The designation of an honors course is the prerogative and responsibility of the college granting credit.

6-2. FACULTY TEACHING HONORS SECTIONS. Honors courses normally shall be taught only by persons holding tenured or tenure-track faculty appointments. Upon recommendation by a department head and with approval of the Director of The Honors College, visiting or adjunct faculty at the rank of

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

visiting, adjunct, or clinical assistant professor and other persons holding terminal degrees appropriate to the discipline may teach honors sections when appropriate tenured or tenure-track faculty are not available. Honors laboratory sections may be taught by graduate students when there is a separate and distinct honors theory section taught by a person qualified to teach honors courses as provided in this section.

Except in highly unusual circumstances with the advance approval of the Dean of a college and notification of the Director of The Honors College, honors sections shall not be taught by faculty members in their first year on the faculty at Oklahoma State University.

6-3. HONORS LABORATORY AND DISCUSSION SECTIONS. When the honors component of a course is an honors laboratory or an honors discussion section (with honors students having the same theory section experience as other students in the course), the honors laboratory section or honors discussion section must be taught by a person holding faculty rank.

6-4. CONTENT AND GRADING IN HONORS SECTIONS. Consistent with National Collegiate Honors Council institutions, the term “honors section” at Oklahoma State University denotes a different type of learning experience rather than a necessarily more difficult course in terms of grading expectations. Honors sections may well cover more sophisticated material than that covered in the regular sections of the same course, more active student participation should be encouraged, and the method of evaluation of students' work (examinations, reports, etc.) may be different. The grading standards at the end of the course, however, should not be designed to force a normal or otherwise preconceived distribution of grades.

6-5. ENROLLMENT IN HONORS COURSES. Only undergraduate students eligible to participate in The Honors College may enroll in honors courses (those with section numbers in the 700-range). The student's eligibility is certified to the Registrar by a trial study form stamped “Honors” by the student's academic college and also stamped “Approved” by The Honors College Office. If a student uses the drop-and-add process to add an honors course, the drop-and-add card must be stamped “Honors” and “Approved.” Simply having a copy of a trial study form stamped “Honors” and “Approved” will not allow the student to add an honors course at a later date through the drop-and-add process without having both required stamps on the drop-and-add card.

In the case of upper-division honors courses, if space remains after eligible undergraduate students have completed early enrollment, a dean or college honors program director may, at his or her discretion, permit participation by graduate students along with the undergraduate students from The Honors College under the following conditions: (a) the graduate student has earned an Honors Program or Honors College Degree or maintained at least a 3.50 cumulative undergraduate grade point average, (b) the graduate student enrolls in a non-honors section of a course number other than that of the honors course, (c) such enrollment is approved by the honors course faculty member on an individual basis, and (d) the total combined enrollment does not exceed the maximum originally established for the honors course. There is no right or presumption in favor of graduate student participation under the conditions specified in this section of The Honors College policies and procedures.

6-6. MAXIMUM AND MINIMUM ENROLLMENT FOR HONORS COURSES.

6-6-1. MAXIMUM ENROLLMENT. The anticipated maximum enrollment for an honors course is twenty-two (22) students, provided however that the Director of The Honors College may, with the approval of the responsible department head, permit additional enrollment when it is likely that the normal attrition of the drop-and-add process will bring the maximum size to twenty-two students early in the semester or when requested to do so in special circumstances by the Dean of one of the college offering the course.

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

6-6-2. MINIMUM ENROLLMENT. The anticipated minimum enrollment for an honors course is twelve (12) students in lower-division (1000- and 2000-level) and eight (8) students in upper-division (3000- and 4000-level) honors courses and seminars. These minima are not applicable to independent study, supervised research, tutorial, or senior thesis/project courses, nor shall they preclude a department or college from offering smaller honors courses with the approval of the dean of the college.

6-7. EVALUATION OF HONORS COURSES. All faculty members teaching honors sections shall be encouraged to participate in the course evaluation process by distributing the University Student Honors Council's course evaluation questionnaire in their honors sections shortly before or during pre-finals week and having the questionnaires returned to The Honors College Office. In the case of faculty teaching honors sections funded by The Honors College, participation in the University Student Honors Council's evaluation process shall be required. Participation by faculty in the University Student Honors Council's evaluation process will be a factor taken into consideration for future funding by The Honors College.

SECTION 7 – HONORS CONTRACTS

7-1. CONTENT. Approval of the content of honors contracts shall be obtained from the dean or honors program director of the academic college of the faculty member responsible for the course. The honors contract project should be one that can be completed with 20 to 25 hours of work. In the case of undergraduate students enrolled in graduate courses as part of their undergraduate program, an honors contract may be filed indicating that the students are being graded by the same standards as graduate students in the course without requiring additional work for the honors contract.

7-2. COURSE INSTRUCTOR WITH FACULTY RANK REQUIRED. Honors contracts may be undertaken only in courses taught by persons qualified to teach honors sections under the provisions of Section 6-2, above. Petitions for exception to this policy may be considered by the University Honors Council and University Student Honors Council only in those cases, verified by the student's honors advisor, in which it is not possible for the student to maintain active participant status in The Honors College by other means. In the case of courses taught by persons not holding faculty rank as specified above, if the student's petition is granted, the faculty member responsible for the course or some other faculty member designated by the department head shall be responsible for all aspects of the honors contract and the evaluation of the contracted work.

7-3. DEADLINES. Honors contracts must be approved by the appropriate academic dean or honors program director (see Section 7-1, above) and filed by the student with the Director of The Honors College not later than the end of the third week of the semester or the end of the second week of the summer session. The Director of The Honors College may approve the late filing of an honors contract on the recommendation of the student's academic college if the faculty member supervising the contract verifies that sufficient time remains in the semester or summer session to complete the contracted work.

7-4. GRADES IN COURSES WITH HONORS CONTRACTS.

If a student violates the university Academic Integrity Policy on an honors contract portion of a course in such a manner that would justify a grade of F! in the course if it were a graded assignment, the student may be awarded a grade of F! in the course as well. In all other cases, a student's grade in a course in which an honors contract is undertaken shall not be affected by the honors contract work but any other violation of the Academic Integrity Policy on an honors contract not meriting an F! may result in denial of honors contract credit for the course. A grade of A or B must be earned in the course before any honors credit will be reflected on the student's transcript.

POLICIES & PROCEDURES OF THE HONORS COLLEGE **Oklahoma State University**

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

7-5. REPORTING. The Director of The Honors College shall be responsible for obtaining reports on completion of honors contracts from faculty and shall submit to the Registrar a list of all students for whom honors credit should be reflected on the students' transcripts, regardless of the college in which the faculty member is housed. The Registrar shall enter "honors" for each course so reported.

7-6. MAXIMUM NUMBER OF CONTRACTS. Honors contracts may not be undertaken in more than two courses in a semester or summer session. The Director of The Honors College may make exceptions to this limit on the basis of a student's outstanding record in The Honors College, but no more than two honors contracts in a semester may be counted toward the number of honors credit hours required for active participant status in The Honors College.

7-7. HONORS CONTRACTS PERMITTED ONLY IN COURSES ACCEPTABLE FOR DEGREE CREDIT. Honors contracts are permitted only in courses that, at the time they are taken, may be counted for credit toward the student's undergraduate degree.

7-8. HONORS CONTRACT PERMISSION AFTER NOT COMPLETING HONORS CONTRACT IN EARLIER SEMESTER. Students who undertake honors contracts are expected to complete the contracts. When a student fails to complete an honors contract in a course in which she earns a grade of "A" or "B," the following procedures shall apply:

After not completing the first honors contract, the student's Honors Advisor shall contact the student concerning honors contract expectations. The correspondence or other communication shall ask the student for a brief explanation of the reason that the contract was not completed and shall inform the student that upon receipt of such explanation, verbally or in writing, additional honors contract work may be undertaken.

After not completing a second honors contract, the student shall be required to petition of the University Honors Council and the University Student Honors Council in writing to request permission to undertake a subsequent honors contract. Based upon the explanation contained in the written petition, the Councils (with the Honors Director not voting) shall determine whether or not the student will be permitted to undertake a subsequent honors contract. If the Honors Councils approve the student's petition, the deadline for filing the honors contract shall be extended to one week following approval by the Councils.

SECTION 8 – HONORS ACADEMIC ADVISING

8-1. QUALIFICATIONS FOR HONORS ADVISORS. The Director of The Honors College and the Administrative and Professional Staff of The Honors College shall provide honors academic advising to Honors College students concerning the requirements for The Honors College awards. Honors College personnel who provide honors academic advising shall have earned an undergraduate Honors Program or Honors College Degree.

8-2. EVALUATION OF HONORS ADVISING. Active participants in The Honors College shall be provided an opportunity to evaluate honors advising at least once each academic year using an evaluation form approved by the University Honors Council and University Student Honors Council.

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

SECTION 9 – HONORS STATUS REPORTS

The Director of The Honors College shall report to each of the academic colleges the names of their students active in The Honors College at least once a semester and, following the conclusion of the semester, shall prepare a status report on each student to be distributed to the student, the student's college, and the student's academic advisor.

SECTION 10 – PRIVILEGES EARNED BY ACTIVE PARTICIPANTS IN THE HONORS COLLEGE

10-1. DEFINITION OF AN ACTIVE PARTICIPANT IN THE HONORS COLLEGE. An active participant in The Honors College shall be defined according to the standards set forth below:

(1) For students who have completed 0-59 credit hours (and who will not at the end of the current semester have earned the General Honors Award and six additional honors hours (including hours waived under the Community Service, International Study, and AP-CLEP Options), a minimum of six honors hours in each semester as well as a minimum of twelve honors hours in each two consecutive semesters shall be required to maintain active participant status. Calculation of the twelve-hour-per-two-consecutive-semesters minimum shall include the honors hours earned (grade of “A” or “B” required) in the immediately preceding semester and the number of honors hours in which the student is currently enrolled (in honors courses or by honors contracts). Summer session honors hours shall not be included in the computation.

(2) For students who have earned (or at the end of the current semester will earn) the General Honors Award and six additional honors hours (including hours waived under the Community Service, International Study, and AP-CLEP Options), and for students who have completed 60 or more credit hours, a minimum of three honors hours in each semester shall be required to maintain active participant status, subject to the exceptions provided in Sections 10-1(3) and 10-1(4).

(3) Students who have earned the General Honors Award and six additional honors hours (including hours waived under the Community Service, International Study, and AP-CLEP Options), and who continue to be eligible for Honors College participation based upon their OSU and cumulative grade point averages, may be considered active participants for one subsequent semester without enrollment in honors courses or undertaking honors contracts by submission of a written request received by the Director of The Honors College not later than the end of the third week of classes during the fall or spring semester.

(4) Students who have completed all of The Honors College curricular requirements for the Honors College Degree but have not yet graduated (and who remain eligible for Honors College participation based upon their OSU and cumulative grade point averages) may be considered to be active participants until their graduation by submission each semester of a written request received by the Director of The Honors College not later than the end of the third week of classes during the fall or spring semester. Students who have completed all of The Honors College curricular requirements for the Honors College Degree except the senior honors thesis or senior honors project (and who plan to complete the senior honors thesis or senior honors project prior to graduation and remain eligible for Honors College participation based upon their OSU and cumulative grade point averages) also may be considered to be active participants by filing the same form of written request.

(5) Part-time students (defined as students enrolled for fewer than twelve credit hours in either the fall or spring semester), upon their request, shall be considered active in The Honors College if the number of honors hours successfully completed in the immediately preceding semester and the number of honors

POLICIES & PROCEDURES OF THE HONORS COLLEGE

Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

hours in which the student is currently enrolled (in honors sections or by honors contracts) is equal to the proportion of honors hours normally required of a full-time student enrolled in twelve hours per semester under subsections (1) and (2), above.

(6) Students participating in the International Study Option of The Honors College (Section 5-6, above) who are enrolled in at least as many credit hours at the international institution as would be required by Oklahoma State University to be considered a full-time student for the current academic semester.

(7) Students participating in a fall or spring semester special experience option (Section 3-3-8, above).

10-2. EARLY ENROLLMENT. The Director of The Honors College shall report to the Registrar, through appropriate channels, the names and student identification numbers of those students who meet the definition of an active Honors College student (see Section 10-1, above) during a given semester and therefore qualify for early enrollment for the next academic semester and/or summer session.

Active Honors College students will be permitted to begin early enrollment at 8:00 a.m. on the date specified by the Registrar.

10-3. HONORS COLLEGE STUDY LOUNGE. Active participants in The Honors College are entitled to use The Honors College Study Lounge in Old Central.

10-4. EXTENDED LIBRARY CHECK-OUT PRIVILEGES. Active participants in The Honors College are entitled to check out materials from the Library on the same basis as graduate students.

10-5. ACTIVE PARTICIPANT STATUS — EXCEPTIONS UNDER EXTRAORDINARY CIRCUMSTANCES. In the event of extraordinary circumstances that prevent a student from undertaking the necessary number of honors credit hours for active participant status in a given semester, a student may submit a written petition the Director of The Honors College to be considered an active participant in The Honors College.

The petition process under this section may not be used by students who have failed to earn the OSU and cumulative grade point averages required for eligibility in The Honors College.

Approval for such petitions shall be limited to unusual circumstances in which no reasonable alternative exists for the student.

Such petition may be approved by the Director of The Honors College or referred at the student's request to the University Honors Council and University Student Honors Council for a decision on the basis of the student's petition and record of performance in The Honors College.

SECTION 11 — HONORS ALUMNI BOARD

11-1. PURPOSE OF THE BOARD. The Honors College may establish an Honors Alumni Board for the purpose of obtaining advice concerning special alumni events, career as well as graduate and professional school opportunities for Honors College graduates, ways to strengthen The Honors College, and cooperation with the OSU Foundation in developing external support for scholarships for Honors College students and external support for other appropriate projects.

POLICIES & PROCEDURES OF THE HONORS COLLEGE
Oklahoma State University

Approved by the Provost on December 9, 2010 [All previous editions are superseded.]

11-2. MEMBERSHIP SELECTION AND TERMS. The Board shall consist of nine to twelve Honors alumni members appointed by the Director of The Honors College after consultation with the University Honors Council. Each of the six undergraduate colleges shall be represented on the Honors Alumni Board if possible. Members of the Honors Alumni Board may be reappointed. Initial appointments shall be designated for one-, two-, or three-year terms. Thereafter, members shall be appointed to three-year terms with approximately one-third of the Board being appointed each year. Terms shall expire on December 31. In the event of a vacancy, the Director of The Honors College may appoint another member.

11-3. BOARD CHAIR OR CO-CHAIRS. The Director of The Honors College shall designate the chair or co-chairs of the Honors Alumni Board for its first year. Thereafter the Honors Alumni Board shall select its own chair or co-chairs each November for the following calendar year.