

The Honors College at UMass Lowell

Honors Handbook



Challenge ~ Encourage ~ Celebrate

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Honors College
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Honors Adviser List

In addition to their academic adviser, students also have an Honors adviser based on their major. If you ever have Honors advising questions or concerns, please refer to your appropriate Honors adviser. **All students should meet with their adviser upon entering their Honors College.**

<u>Francis College of Engineering</u>	<u>Honors Adviser</u>
Chemical Engineering	<i>Misao Rogers (Misao_Rogers@uml.edu)</i>
Civil Engineering	<i>Misao Rogers (Misao_Rogers@uml.edu)</i>
Computer Engineering	<i>Megan Hadley</i>
Electrical Engineering	<i>Megan Hadley</i>
Mechanical Engineering	<i>Misao Rogers (Misao_Rogers@uml.edu)</i>
Plastics Engineering	<i>Taylor Matte (Taylor_Matte@student.uml.edu)</i>
Undeclared Engineering	<i>Jim Canning</i>

<u>College of Fine Arts, Humanities, & Social Sciences</u>	<u>Honors Adviser</u>
<i>Fine Arts</i>	<i>Elizabeth Farmosa</i>
Art	
Music (All)	
<i>Humanities</i>	<u>Honors Adviser</u>
American Studies	
English	
History	<i>Megan Hadley</i>
Liberal Arts	
Modern Language	
Philosophy	
Undeclared Liberal Arts	
<i>Social Sciences</i>	<u>Honors Adviser</u>
Criminal Justice	
Economics	
Peace and Conflict Studies	<i>Beth Donaghey</i>
Political Science	
Psychology	
Sociology	

<u>College of Health Sciences</u>	<u>Honors Adviser</u>
Community Health Clinical Lab Sciences Exercise Physiology Nursing	<i>Elizabeth Farmosa</i>

<u>Kennedy College of Sciences</u>	<u>Honors Adviser</u>
Biological Sciences	<i>Taylor Matte (Taylor_Matte@student.uml.edu)</i>
Chemistry	<i>Beth Donaghey</i>
Computer Science	<i>Jim Canning</i>
Environmental Sciences	<i>Jim Canning</i>
Mathematical Sciences	<i>Jim Canning</i>
Physics	<i>Jim Canning</i>

<u>Manning School of Business</u>	<u>Honors Adviser</u>
Accounting	<i>Maria Matarazzo (Maria_Matarazzo@uml.edu)</i>
Entrepreneurship	<i>Jim Canning</i>
Finance	<i>Maria Matarazzo (Maria_Matarazzo@uml.edu)</i>
International Business	<i>Jim Canning</i>
Management	<i>Cathy Hadley (Catherine_Hadley@uml.edu)</i>
Marketing	<i>Jim Canning</i>
Operations & Information Sys	<i>Jim Canning</i>
Supply Chain	<i>Jim Canning</i>
Undeclared Business	<i>Jim Canning</i>

Mission Statement

Our mission is to challenge, encourage, and celebrate undergraduate students who pursue a path of academic excellence on their way to becoming advanced scholars, working professionals, creative artists, and/or community leaders. We do this through innovative and engaging classroom settings, living communities, and special events that promote a love for inquiry, learning, and exposition.

The Honors College at UMass Lowell welcomes students who are able to thrive in a reading, writing, and research oriented environment and who want to be encouraged and challenged by their peers and our Honors Faculty.

Honors College Overview and Features Summary

Honors College Overview

The Honors College seeks to challenge, encourage, and celebrate undergraduate students in any major who wish to pursue academic excellence on their way to becoming scholars, professionals, artists and community leaders. We do this through innovative and engaging classes, residential communities and special events that promote a love for inquiry, learning and exposition.

Special Features for Honors Students

- ***Honors Housing:*** Incoming Freshmen are welcome to live in dedicated space within Leitch Hall. Upperclassmen Honors student may choose to live within dedicated wings of University Suites. Honors students to enjoy quiet hours for studying, a chance to meet fellow honors students, and special events and programming within the residence hall.
- ***Scholarship Opportunities:*** The Honors Fellowship Endowment Fund provides merit based financial assistance for qualified students in the Honors College. Scholarships are awarded during the spring semester.
- ***Fellowship Opportunities:*** There are a variety of Honors Fellowships offered annually for Honors students, consisting of research, reading, and library curator fellowships. These fellowships allow students paid opportunities to get hands-on experience exploring a variety of topics.
- ***Study Abroad Opportunities:*** Study Abroad opportunities have been created specifically for Honors Students. These opportunities typically take place during the winter and summer intersessions. These Study Abroad opportunities for Honors Students will also satisfy one of their honors course requirements.
- ***Senior Research Grants:*** The Honors College offers up to ten grants of up to \$500 for materials and/or activities related to the Senior Exposition. Contact the honors office for more information.
- Small classes designed to promote critical, cognitive, and creative potential.
- Opportunities for undergraduate research and conference attendance.
- Cultural enrichment and social events.
- Honors student common space for relaxing, studying, and socializing.
- Early course registration privileges.
- Designation as a Commonwealth Honors Scholar on your degree and transcript

The Rules

(Last Updated: January 2016)

The Honors College at UMass Lowell is a campus-wide honors program. To graduate with a Commonwealth Honors designation the honors student must satisfy four CHP requirements.

They are:

- CHP 1:** Earn a cumulative **3.25 grade point average.**
- CHP 2:** Successfully complete the 8 Honors course requirements, the **H1 – H8**. These are not designed to be extra courses, but just different courses.
- CHP 3:** Complete and submit at least one approved **Enrichment requirement (E1)** for each semester active in the Honors College.
- CHP 4:** Create and present either an **Honors Project or an Honors Thesis.**

The H1 – H8 Honors Course Requirements

All Honors students must fulfill eight honors course requirements, **H1 - H8**. For most students, these are not extra courses, but different versions of courses that will satisfy credits necessary for graduation. Dedicated honors courses are typically lower enrollment, more engaging, seminar-like classes. Please note that **students must earn a “B” or better in an honors course for it to fulfill an Honors requirement.**

Deviations from any of the H1 – H8 honors requirements must be formally requested by submitting an Honors Petition for Exception which can be obtained from www.uml.edu/honors. The petition must be approved by the Dean of the Honors College.

The H1 through H8 Honors Course Requirements are:

- H1:** Take HONR.1100 First Year Seminar in Honors (**FYSH**). This course also satisfies an Arts and Humanities (AH) general education course requirement.
- H2:** Take an honors section of ENGL.1020 - **College Writing II.**
- H3:** Take **any dedicated honors course**. Honors Calculus I (MATH.1410), the honors section of Introduction to Sociology (SOCI.1020), and the honors section of Professional Communication (MKTG.2010) are three examples of dedicated honors courses.
- H4:** Take either an **Honors general education course or an Honors Seminar**. Please note that that the H4 cannot come from the same department as the H3.

- H5:** Take either a **dedicated honors course offered at the 3000/4000 level, augment any 300/400 level non-honors course with an *honors-by-contract*, or take any graduate course.** Graduate courses have 5000 course numbers or higher.
- H6:** Take an ***Honors Seminar* course.** A complete list of approved honors seminars is given at www.uml.edu/honors. Honors seminar courses are 3000/4000 level approved honors courses that are low-enrollment, engaging, and seminar-like. The most common examples of Honors Seminars are the HONR.3200 Special Topics courses.
- H7, H8: *Satisfying these two course requirements vary according to your chosen major.*** These courses typically serve as the foundation for either your **Honors Project (3 or 6 credits)** or your **Honors Thesis (6 credits)**. There are many ways to meet these requirements. One way is for the student to twice enroll in a *Directed Studies* course within their major. Another way is to use a major's existing and mandatory *capstone project* course(s). To learn more precisely how you would satisfy the H7 and the H8 within your major, please consult www.uml.edu/honors.

The Enrichment Requirement (E1)

For each semester you are enrolled as an Honors student, you must fulfill what is referred to as the ***E1 Requirement***. Completing the E1 requires two things. **First**, you need to *attend or participate in an enrichment event* that is reasonably considered outside of your major. This is generally a university sponsored event and it cannot be a class requirement. **Second**, you must *fill out and submit an E1 form with the corresponding response paper* within two weeks of the event. When filling out the E1 form, you will be asked to describe and reflect upon the event you attended. If necessary, it is possible to attend a cultural, scholarly, or service-learning event off-campus, but you should first obtain approval from the honors E1 Coordinator.

The Honors Project or the Honor Thesis

The **Honors Project or Honors Thesis** is the capstone of the Honors student experience, and Honors students must complete an Honors Project or Thesis to graduate as a Commonwealth Honors Scholar. Working on either an *Honors Project* or an *Honors Thesis* is one way for UMass Lowell students to grab hold of a learning experience that truly engages them. This is an opportunity to become creative and pursue a topic for 6 months to a year (one or two semesters). Honors students will be able to choose their own faculty mentor to work with the individual student, or team of students, through this process. Honors Projects and Honors Theses are varied. An Honors Project pursues either a solution to an applied problem or the creation of an artifact, such as an artistic display or scientific project. An Honors Thesis strives to create new knowledge. A student's Honors Project or your Honors Thesis will culminate in a final document and an individual presentation. The document will be put on high-quality paper, hard-bound, and then placed into the Honors Thesis archives.

How Does A Student Earn Honors Credit?

There are five ways a student can earn honors credit:

1. Dedicated Honors Courses

All dedicated Honors courses are geared toward the Honors student. Dedicated Honors courses are smaller, engaging courses that are designed to enrich the student's thinking. These courses all will work to strengthen a student's critical reasoning skills.

There are some dedicated Honors courses offered specifically out of the Honors College. These courses will have a "HONR" department code. Examples of these types of courses include FYSH (HONR.1100), Honors Workshop (HONR.3100), and Honors Seminars (HONR.3200).

Many Honors courses are Honors versions of pre-existing courses. Some will be specifically Honors courses, containing "Honors" in the course name and designed specifically for Honors students. Additionally, there are dedicated Honors versions of a regular course, which are structured the same as specific Honors courses in that they are designed for Honors students, but they also have non-honors versions. All Honors versions of existing courses seek to add breadth and depth to the topic explored in class. Examples of these categories include Honors Calculus (MATH.1410), Economics I (ECON.2010).

Dedicated Honors courses can all be identified by a "300" section number.

2. Honors Seminars

Honors Seminars are unique, often interdisciplinary, dedicated Honors Courses that are low-enrollment, engaging, and seminar-like. The most common examples are the HONR.3200 Special Topics. These courses offer students the opportunity to engage in depth with a subject that is of special interest in an Honors-level seminar. The course will address an inquiry-based topic that spans or falls outside the boundaries of any individual major on campus, but integrates methodology, content, and /or approaches from two or more. Each section of HONR.3200 will cover a different topic, and the Honors College offers a wide variety of seminars every semester. Additionally, there are other approved-Honors seminars offered from other departments that are taught in the same spirit as the HONR.3200 Special Topics courses.

3. Honors-by-Contract

Honors-by-Contract is a way for students to obtain honors credit for a course that does not have a dedicated honors section or a concurrent Honors section. This option is open **only** to students enrolled in the Honors College.

The professor and student agree on a required project or set of assignments that must be completed in order to obtain honors credit. Students are responsible for filing the Honors-by-Contract form with the Honors Office. (This form is included in the Appendix of this guide.) The Registrar's Office is then notified of the contract agreement for the course and an "Honors" transcript note will be added to the course.

An Honors-by-Contract may only be used on a 3000/4000 level course to satisfy the H5 Honors Course requirement.

Students and Faculty will work together to create a separate syllabus for the honors-by-contract student, indicating what alternate assignments must be completed and how those assignments will be counted toward the course grade. Additionally, students required to complete a presentation component to successfully complete an Honors-by-Contract

The student and professor meet periodically throughout the semester to evaluate the student's progress.

5. Graduate Courses

A student may earn Honors credit by completing a graduate course as an undergraduate. Any student, who earns a 'B' or better in any graduate course, while still an undergraduate, may use that course for Honors credit.

A graduate course may only be used to satisfy the H5 Honors Course requirement.

How to identify an Honors Course

Honors courses are distinguished from regular courses by a "300" section number.

For example: The number for College Writing II ENGL.1020.xxx. "ENGL" represents the department code, "1020" is the course number/level, and the last set of numbers is the section number. Therefore, ENGL.1020.301 (302, 303, etc.) would be an Honors section.

Important Information about Honors Courses

- A student **must earn a grade of B or higher in order to obtain honors credit**. Note that a B- does not qualify for Honors credit (though any grade of D or above still earns regular credit).
- A student who wishes to withdraw from an Honors-by-contract agreement **must do so by the fifth Wednesday of the semester**.

Honors Student Statuses

As part of the Honors Advising process, Honors Advisers will assign students an Honors Status. These statuses indicate how the student is progressing with the Honors College requirements. There are four Honors Statuses: OK, Issues, Probation, and Withdraw.

OK: An Honors Status of OK indicates that a student is on track with their requirements and has met with their Honors Adviser. A status of OK means the student is not on probation, and has no issues with their requirements.

Issues: Issues are red flags. Students with an “issues” status is still active in the Honors College.

However, any student who has an “issues” status must speak with their Honors College adviser to have their “issues” status resolved. Issues are not recorded within SiS, but are recorded by the Honors Adviser in the student’s file. The intent is to bring these issues to the surface and to proactively resolve them by speaking and communicating with the student.

Examples of Issues include:

- ⊗ Issues with course progress, defined as:
 - Completed 30 or more credits but has not satisfied two of the H1 – H8 requirements.
 - Completed 45 or more credits but has not satisfied three of the H1 – H8 requirements.
 - Completed 60 or more credits but has not satisfied four of the H1 – H8 requirements.
 - Completed 75 or more credits but has not satisfied five of the H1 – H8 requirements.
 - Completed 90 or more credits but has not satisfied six of the H1-H8 requirements.
- ⊗ An external/internal transfer student has not filed an approved Honors POS.
- ⊗ A student has not physically met with their adviser at least once during the year.
- ⊗ The “I Understand” form has not been signed and filed.
- ⊗ They are working on their thesis but have not filed the Honors Proposal at the appropriate time, particularly when there has been no communication with the Honors Thesis Coordinator or the Honors Adviser.
- ⊗ Direct and individual email communication sent to the Honors Student from an Honors College Adviser is not returned.

Probation: A probation status is recorded on SiS. An honors student may be placed on probation if:

- ⊗ Their cumulative GPA is below a 3.25, but is above a 3.0.
- ⊗ They were withdrawn for any reason, but successfully appealed their withdrawal and has returned on a probationary semester
- ⊗ The Honors Adviser feels that a lingering, unresolved issue has persisted too long, particularly with no communication with the Honors Office.
- ⊗ They are missing one E1. Students will be granted a one-month window into the next semester to make up the missing E1 before escalating their status to withdrawal.

Any Honors student who is on probation remains active in the Honors College. However, an Honors student on probation:

- (1)** Must physically meet with their Honors College adviser once every semester within the first month of the semester. Failing to do so will be cause for withdrawal.
- (2)** Cannot successfully compete for any Honors scholarships or fellowships.

Withdraw: An honors student will be withdrawn from the honors program if:

- ⊗ Their cumulative GPA is below a 3.0.
- ⊗ They have been on probation for a semester and have not resolved the issues. In the case of probation for GPA, students will be withdrawn if they do not earn at least a cumulative 3.25 GPA after a semester of probation.
- ⊗ They are missing an E1 and have not made up the E1 within the one-month window into the next semester. *Please note* that a student withdrawn for missing E1s student can rejoin by submitting the missing E1(s). A student who is off-campus for co-op, Washington Center internship, or a study abroad must still pass in an E1 for the semester they are off-campus.
- ⊗ The Director of the Honors College determines that insufficient Honors progress has been made and it appears that the student cannot finish the program before they intend to graduate.
- ⊗ They have not filed the Honors Mentor Form by the time they have earned 84 credits, as required. Students withdrawn for this reason may rejoin upon filing the Mentor Form.
- ⊗ They are an external or internal transfer student, and have not met with their Honors Adviser nor created an approved Honors Program of Study. Students must meet with their Honors Adviser to create a Program of Study.

What is an E1?

The E1 is the enrichment requirement for the Honors College. **Students are required to complete one E1 for every semester they are an active Honors student.** E1s are events that are academically, culturally, or socially enriching in some capacity. These events must be **outside of a student's major**, and **cannot be a requirement for a class the student is taking**. The E1 has two components to it: attending the event and a written reaction.

Many events that occur on campus, including any event hosted by the Honors College, would qualify as an E1. For example, any guest speaker on campus, a production put on by the Off-Broadway Players, an academic colloquium, any of the Speaker Series hosted by the Honors Ambassador Council, or a variety of other events put on by University departments and student organizations.

Honors will make announcements through our listserv about events that qualify as an E1 event as we find out about them, but more events happen on campus than we know about! If students are interested in going to an event that they believe may count as an E1, they can ask! Just email honors@uml.edu or megan.hadley@uml.edu.

Students are also encouraged to check out E1 Google calendar. You can access the calendar by going to <http://tinyurl.com/UMLHonorsE1Calendar>.

How do I complete the E1?

First, attend the event!

After the event, you can fill out the E1 form and type up their response. On the form itself, you can fill in your name, ID, major, and some basic information about the event. Then, you will be required to complete a one-page, double-spaced typed write-up about their experience during the event.

The E1 form provides instructions and questions to help guide responses. You are not graded on the E1 response, but we do want you to put thought and effort into your writing. The brief reaction paper is meant to be a quick exercise in critical thinking.

After the E1 form and response are completed, you must submit your form to Honors within two weeks of the event. From there, the E1 will be reviewed, and the submission will either be approved or rejected. You will receive an email regarding the status of their E1. If it's approved, your E1 requirement for the semester has been satisfied! If it has been rejected, you will receive an email explaining why and possibly giving you the opportunity to re-write it.

Please remember that, to be approved, **E1s are due within two weeks after the event.**

And that's it! As long as you do at least one E1 a semester, you'll be right on track. E1s are designed to enrich students, and encourage you to be more involved with what is going on in the campus community and the world. It is a crucial component to the Honors College experience for students. We want you to enjoy these events and learn from them!

If you have any questions about the E1 process, or want to know if an event will count as an E1, please feel free to email Megan_Hadley@uml.edu or the general honors email, honors@uml.edu.

Are you putting on an event that you think would count as an E1? Let us know! We can publish information about the event to our Honors students.

Honors Housing

Leitch Hall: For Incoming Freshman

The Freshmen Honors College Living-Learning Community is located in Leitch Hall on East Campus. Honors students are also welcome to attend all activities in University Suites, where some of the upperclassmen Honors Living-Learning Community is housed.

To Request Honors Housing in Leitch Hall: Student must select their preference for the Honors Living-Learning Community at Leitch Hall during the Housing Contract process.

University Suites: For Upperclassmen

Upperclassmen in the Honors College will have the choice of moving into University Suites on East Campus. This new, state-of-the-art Residence Hall is highly praised and sought after, and has dedicated wings for the Honors Living-Learning Communities.

How Do I Get Honors Housing?

Freshmen: Incoming Freshmen interested in Honors Housing must select their preference for the Honors Living-Learning Community in Leitch Hall in the Housing Contract process to be considered for Honors Housing.

Upperclassmen: Students must select their preference for the Honors space in University Suites using the room selection process created by ResLife.

Please Note:

-Honors Housing is on a first come, first served basis for both freshmen and upperclassmen.

-Honors Housing will only be granted for students active in the Honors College. Honors students may not pull in a non-honors roommate into Honors Housing.

-All Housing related issues are under the purview of Residence Life. Our office will provide ResLife with a list of Honors students and confirm whether or not students are in Honors, but ResLife oversees Honors Housing. Questions about the residence hall or other questions about living on campus should be directed toward their office.

Questions?

Contact:

Residence Life Housing Office: 978-934-5160 or ResLife@uml.edu

or

The Honors Office

Frequently Asked Questions

General questions

What exactly is the Honors College?

The Honors College at UMass Lowell is a 24-credit (8 course) experience for high achieving undergraduate students of all majors. The Honors College is designed to offer an enriching experience that focuses on honing a student's research, critical thinking, critical analysis, and critical writing skills through our requirements and encouraging excellence through their student years and into their future.

What are the benefits of being an Honors student?

There are several benefits to being an Honors Student at UMass Lowell, including:

- Small class sizes in dedicated Honors courses
- The opportunity to live in dedicated Honors Housing
- Preferential class registration for current students
- Scholarship Opportunities
- Fellowship Opportunities
- Working one-on-one with faculty members on independent research
- Dedicated study space in the Honors Office

What are the benefits of graduating as an Honors Scholar?

The skills developed by Honors students help them as they advance through their education or as they enter the workforce.

In applying and attending grad school, the independent research Honors students conduct as part of their Honors Thesis or Project is in line with the level of research or creative work experience that graduate schools love to see, as well as preparing them for the level of work expected of graduate students, giving Honors students a leg-up against the competition.

The critical thinking, analysis, writing, and organizational skills emphasized by our College will prepare Honors students looking to find a job or internships after college. Honors students will also have honed their public speaking and confidence skills, ideal for the working world, through the presentations that will be required of them through their courses and research.

How many students at UMass Lowell are in the Honors College?

Currently, approximately 10% of the UMass Lowell full-time undergraduate students are enrolled in the Honors College.

Is there an extra cost to enroll in the Honors College?

No, there is no extra cost or fee associated with joining or being a member in the Honors College.

Is there dedicated housing for Honors students?

Yes, there is optional Honors housing for Honors students. Freshmen have the option to live in the Honors Freshman LLC in Leitch Hall. Upperclassmen in Honors can live in dedicated wings of University Crossing. Please note, however, that Honors Housing is on a first come, first served basis. Additionally, please be aware that the pricing for University Suites is different than traditional ResHall prices. Any questions about Honors Housing or Housing in general can be directed to the Office of ResLife.

Are there study abroad opportunities for Honors students?

The Honors College has hosted a few different study abroad opportunities over the past couple years, and we do hope to plan more study abroad trips for Honors students in the future as well. For more information on Study Abroad opportunities, students can refer to the Study Abroad office.

Are there scholarships available for Honors students?

We offer scholarships for current freshmen, sophomores, and juniors in good standing with the Honors College. We offer both traditional scholarships that will be applied to a student's bill, as well as study abroad scholarships to help cover the cost of a study abroad trip. Applications for the Honors Fellows Scholarships are made available during the Spring semester. However, *we do not have scholarships available for incoming students.*

Are there fellowship opportunities for Honors students?

Yes. At this point in time, we have two different Fellowship Programs for Honors students. *The Honors Student Fellowship* awards a student \$1,000 for 100 hours of research or creative work conducted alongside a faculty mentor. This Fellows Program also includes the *Honors Student Library Curator* program, where students will work side-by-side with a librarian on campus.

Questions about joining/staying in the Honors College

What are the requirements to join Honors?

An **incoming freshman** must meet at least one of the following criteria to be invited to Honors.

- High school GPA of at least 3.5 and at least a 1220 on the SATs (27 on the ACT)
- High school GPA of at least 4.0 and at least a 1180 on the SATs (26 on the ACT)
- High school GPA of at least 3.25 and at least a 1300 on the SATs (29 on the ACT)

Incoming Transfer must have earned at least a 3.25 cumulative GPA from their previous college or university to join Honors.

Current students at UMass Lowell must have at least a 3.25 cumulative GPA to join the Honors College.

I am an incoming student but do not meet the invitation criteria. Can I still join/apply?

Students who are interested in the Honors College but do not meet the invitation criteria are still encouraged to apply. They can fill out our Membership Form and send that to our office along with an unofficial transcript of their previous institution. Our staff will review your application and inform you of our decision.

What is the GPA requirement to stay in Honors?

Students must maintain a cumulative GPA of 3.25 to remain in good standing with the Honors College.

What if my GPA falls below the 3.25?

If an Honors student's cumulative GPA falls below 3.25 but is still above a 3.0, they will be placed on probation. Honors students on probation are still active in Honors, but we will monitor your GPA and semester performance. If the student's GPA is not at least a 3.25 after two consecutive semesters of probation, they will be removed from the Honors College.

If an Honors student's cumulative GPA falls below a 3.0, they will automatically be removed from Honors.

Students who are concerned about their GPA or have questions about their probation status or removal are encouraged to speak with their Honors adviser.

What if I want to leave the Honors College?

Students can leave the Honors College at any time. Just inform our staff that you wish to be removed from the Honors College.

Do I have to join Honors before I start classes at UML / Can I join as a current student?

Current students can certainly still join Honors. As long as they have earned at least a cumulative 3.25 GPA, they are eligible to join. We encourage interested students to join before their junior year, as it becomes difficult to complete the Honors requirements the further a student progresses in their undergraduate career. Current students can speak with an Honors adviser before joining

to see what Honors courses they will need to take, and whether or not it will mean adding extra courses to their schedule.

Can I join Honors if I am a part-time student/online student/graduate student.

No, the Honors College is only for full-time, day-school undergraduate students.

Questions about Classes and Requirements for Honors students

How many Honors Courses do I need to take?

To graduate out of the Honors College, students need to complete 8 required courses outlined as H1 – H8. These courses consist as a mix of general education courses all students are required to complete, as well as courses in a student's major. For more information on the specifics of Honors courses, please refer to the "Course Requirements"

What if I have transfer credit?

Depending on how much transfer credit a student has, we will waive certain Honors requirements. If a student transfers in with at least 30 credits, we will waive the H1 requirement.

If a student transfers in with at least 60 credits, we will waive the H1 and the H2 requirements.

What if I am a transfer student and took Honors courses through another college's Honors Program or College?

If you took Honors courses at your previous college, then those courses may very well transfer into the H1-H8! You can check with your Honors Adviser, and they will let you know how that affects your course requirements for our Honors College.

What if I already have credit for College Writing II (the H2 requirement)?

If a student has credit for College Writing II by the time they join Honors, they will not be required to take it again at the Honors level. Instead, the H2 requirement can be replaced by an Honors level Arts & Humanities or Social Science gen ed.

Please note that this exception is only for students who have received credit for College Writing II prior to joining Honors. This includes having transfer credit for CWII, test credit for CWII, or taking CWII as a current student before joining the Honors College.

What is the difference between Honors courses and Non-Honors courses?

Honors sections of courses are effectively enhanced versions of their non-honors counterparts.

They will still cover all the material the non-Honors version does, but instructors will often go into more detail about the subjects covered.

Honors courses are not quantity-based, i.e. not necessarily more work.

They are not designed to focus on more work for the sake of work, but rather the quality of the type of work done. Honors sections are smaller, so there is more of a focus on enriching discussions. Additionally, honors courses focus on honing a student's critical thinking, analysis, and writing skills.

What is an Honors-by-Contract?

An Honors-by-Contract (HbC) is a vehicle that takes a non-Honors course to the Honors level by adding a "contract" piece to the existing syllabus. Students must work with the instructor to modify the course syllabus, establish extra meeting times, and ultimately make a presentation on their independent work. *Honors Students are only allowed to use one HbC to count toward their Honors requirements to be used on a 3xxx/4xxx level course. The HbC can only be used toward the H5 requirement.*

Will all my classes be Honors classes?

No. Honors students are required to take 8 Honors courses (the H1 – H8), so only 24 of the minimum 120 credits a student needs to graduate will be at the Honors level. However, students are welcome to take more than the eight required honors courses if they are so inclined.

Do I have to take extra classes to fulfill my Honors course requirements?

For the majority of students, Honors does not mean extra courses, but rather enhanced, honors-versions of their normal required courses. **However**, if a student joins Honors after matriculation and has a substantial amount of test credit and/or transfer credit, a student may need an extra class to satisfy the H1 – H8 course requirements.

The Honors Advisers will create a Program of Study with new Honors students when they meet, which will outline how a student can satisfy the Honors course requirements, and whether or not they will have to take extra courses. If you have questions, please contact the Honors Office/your Honors Adviser.

How big are the Honors classes?/How many students are allowed to enroll in an Honors Course?

On average, Honors courses are capped at 19 students per section.

What is the difference between an Honors Thesis and an Honors Project?

The Honors thesis or Honors Project satisfy same graduation requirement for Honors, but the difference is just the type of work the student is doing. An Honors Thesis is more in line with a traditional research paper, where a student addresses a question with the thesis through extensive, independent research that culminates into a long-form, written document. An Honors Project, on the other hand, seeks to create something new, and may consist of things like A student may choose to do an Honors Thesis or Project depending on their preference or major, and may very well do something that is in-between a thesis and project.

What is an E1?

The E1 is an enrichment requirement students must complete once a semester. Honors students must attend an event or function on campus that is outside of their major that is academically, socially, or culturally enriching in some manner, and then submit a corresponding response paper. Honors students must complete and submit one E1 a semester. Students will be notified about upcoming events, but are also encouraged to seek out their own events. Questions about the E1 requirement or what qualifies as an E1 can be directed to Megan Hadley, the E1 coordinator.

Appendix

Honors College Forms

1. I Understand Form
2. Program of Study Form
3. E1 Form
4. Honors Petition for Exception
5. Honors-by-Contract Form
6. Honors-by-Contract Presentation Form
7. Honors Mentor Form
8. Honors Proposal Form
9. Honors Thesis/Project Research Grant Application
10. Format for Title Page for Honors Thesis/Project
11. Honors Thesis/Project Completion Form

I Understand

Note: Every honors student must have a signed copy of this one-page document in their paper file. Your paper file is maintained in the Honors College office in O'Leary 300.

Welcome to the UMass Lowell Honors College. It is important to us that you clearly understand the requirements of the Honors College. We also wish to get to know you a bit.

To these ends, we require that you meet with one of our honors advisers who work in the Honors College office and create an Honors Program of Study.

Your Honors Adviser will be based on your declared major. To identify the appropriate Honors Adviser, please refer to our Honors Adviser List, or contact the Honors office.

- I have read and I understand the honors document entitled, *The Rules*.
- I have read and I understand the *Honors Statuses* document.
- I understand the eight H1 through H8 honors course requirements.
- I know that any deviation from the H1 – H8 honors course requirements must be approved by the Dean of the Honors College. The request to replace or waive a class must be made via the *Honors Petition for Exception Form*.
- I understand that I must submit an E1 Form each semester that I am in the program.
- I know that I must maintain a 3.25 cumulative GPA.
- I will read my school email regularly as it is the primary way for the Honors College to communicate with its honors students.

“Yes, I understand.”

Honors student signature: _____

Printed Student's Name: _____

Major(s)/Minor: _____

“I have explained *The Rules* and *Honors Statuses* to this student.”

Honors adviser signature: _____ Date: _____

honors@uml.edu
www.uml.edu/honors

Program of Study

Print this PDF out and return it to the Honors College.

Name: _____

Date: _____

Major: _____ Semester that I intend to graduate: _____

I have the following number of "Free Electives" remaining: _____

I have the following number of "AH Gen. Eds." remaining: _____

I have the following number of "SS Gen. Eds." remaining: _____

I am entering the Honors College with 30 or more college credits listed on my transcript: YES NO

I am entering the Honors College with 60 or more college credits listed on my transcript: YES NO

	Already Done Doing it Now Not Done Yet	What semester am I going to satisfy it?	How am I going to satisfy it? Explain. Part of your curriculum? Using what elective slot or gen. ed. slot? Will this be an extra course? What is your plan?
H1			
H2			
H3			
H4			
H5			
H6			
H7			
H8			

Honors Student Signature: _____ Date: _____

Honors Adviser Signature: _____ Honors Director: _____

Enrichment Requirement (E1)

Name: _____ Student ID: _____ Date: _____

What is your major(s)/minor(s)? _____

Each semester every honors student must attend or participate in at least one enrichment activity that is outside of their major. Ideally it would even be outside of their college. We refer to this activity as the E1. We want the history major to attend a talk in the Physics Dept. We want the mathematics major to go to a play on-campus. We want the music major to attend the Meryl Streep event. We want the philosophy major to attend a *DifferenceMaker* workshop. Each semester there are many events and activities that students can attend. Pick one. Pick more than one. Be engaged.

The Honors College frequently posts possible E1 events on the honors listserve, but students should be looking out for other cultural and academic events they can attend too. If you are unsure if an event would qualify, just email honors@uml.edu.

The event must:

- be outside of a student's major.
- not be part of a course requirement.
- happen during the semester and it should, ideally, be on-campus

*Complete this form and return it to the Honors College Office **within two weeks** of the event. You can drop it off on South Campus in O'Leary 300 or in our mailbox in Southwick 308.*

What was the title of the event? _____

What date and time did the event occur? _____

Where did the event take place? _____

To complete your E1, you must create a typed, one-page, 12-point font, double spaced write-up, with 1" margins. Attach your write-up to this cover sheet with a neatly placed angled staple in the upper left hand corner. Your write-up must contain at least these four components:

- A centered title of your write-up at the top of the page, with your first and last name centered in the line below.
- A brief summary of the event
- Did you discover anything new or exciting at the event? Did you learn anything? What was your take-away?
- What was your reaction to the event? Did you like it? Would you recommend it to your friends? Parents? Teachers?

Your E1 write-up should not only be a nice read, but it should also look nice. It has your name on it. Use proper grammar and spelling. It should be done thoughtfully and not rushed. It is done with love, care, and pride.



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www.uml.edu/honors

Honors Petition for Exception

Name: _____ Student ID: _____ Date: _____

What is your major(s)/minor? _____

First Full Semester in Honors: _____ Semester You Intend to Graduate: _____

Student Signature: _____ Student Email: _____

The purpose of this petition is to request either a waiver or a replacement of one of the H1 through H8 honors course requirements. Waivers and replacements are not given lightly. If you feel you have a good reason why you are absolutely unable to meet one of the H1 through H8 course requirements, please make your strongest and best case below in writing. You may type up your statement on another piece of paper and neatly staple it to this petition.

"I know that our Commonwealth Honors Program has eight course requirements labeled H1 through H8. I request that course requirement H_____ (fill this in) be REPLACED or WAIVED (circle one)."

What will you replace it with? or Under what grounds should it be waived? Explain.

Complete this form and return it to the Honors College Office. You can drop it off either on South Campus in O'Leary 300 or in our North Campus in Southwick 308.

Honors Office Use

The student's E1s are UP TO DATE NOT UP TO DATE Initial: _____

The student has NO ONE TWO other approved petitions for exceptions. Initial: _____

Request: APPROVED DENIED

Reason the request was approved or denied.

Signature of the Dean of the Honors College: _____ Date: _____

Honors-By-Contract

An Honors-By-Contract is an agreement between an honors student, an instructor, and the Honors College whereby the student agrees to take on additional honors level work as it pertains to the class. The extra work should add to the richness of the course and the material covered. It should not be simply doing more of the same (ie. solve the even problems as well as the required odd ones). Both the student and the instructor should clearly understand what extra work is defined and both should understand its value. Honors-By-Contracts vary between and within disciplines. For more information about Honors-By-Contract see www.uml.edu.

Mandatory Presentation: Every Honors-by-Contract must have a presentation component. To earn honors credit, the student must submit a signed HBC Presentation Form. Students and faculty can decide whether they would like to schedule the presentation during class or during a presentation session hosted by the Honors College.

An Honors-By-Contract can only be used to satisfy the H5 honors course requirement. To fulfill the H5 honors course requirement, the contract must be associated with either a 3000 or 4000 level course. Contracts associated with 1000 or 2000 level courses are encouraged and they can be approved, but they will not satisfy any of the H1 – H8 honors course requirements. These will be extra honors experiences and they would be so noted on the transcript.

Step 1: Meet with the instructor and define what extra work will be done to make the course worthy of honors credit.

Step 2: Fill in this required information.

Name: _____

Student ID: _____

Email: _____

Phone #: _____

Major: _____

Circle One: FR SO JR SR

Course Number and Name: _____

Semester (circle one):

Fall

Spring

Summer

Step 3: Obtain Signatures

Student: _____

Date: _____

Instructor: _____

Date: _____

Honors Office: _____

Date: _____

Step 4: Attach the course syllabus, which has been extended to include clearly identifiable honors level work.

Step 5: Honors-By-Contracts create an opportunity for the student and instructor to interact more frequently and directly during the semester. This interaction would occur outside of lecture, perhaps during office hours. Please identify the frequency and nature of such anticipated meetings between student and instructor over the course of the semester.

How frequently will you meet? _____

What might these meetings entail? _____

Note 1: This Honors-By-Contract form is due in the Honors Office by the fourth Friday of the semester.

Note 2: A student may drop an Honors-By-Contract on or before the fifth Wednesday of the semester. After that date, the only way to drop a contract is to drop the course completely.

Honors-By-Contract Presentation Form

Complete this form and return it to the Honors College Office on South Campus – O'Leary 300

To receive Honors credit for an Honors-by-Contract, a student must give an end of the semester presentation, fill out this form, and submit it to the Honors College Office.

The student listed below gave an HbC Presentation and should be awarded Honors Credit for the course:

Student Name: _____

Student Signature: _____

Faculty Name: _____

Faculty Signature: _____

Presentation Setting:

In-Class: _____

Honors College: _____

Other (Describe): _____

Presentation Date: _____

Presentations are typically 15 minutes in length, but could last longer with questions and answers. Presentations should describe the additional work that was done to earn Honors-by-Contract credit.

Students and faculty can decide whether they would like to schedule the presentation during class or during a presentation session hosted by the Honors College

Honors Mentor Form

Before you complete 84 college credits you **must** file this form.

If you complete 84 or more credits and you do not submit this form into the Honors Office, you will be **withdrawn** from the UMass Lowell Honors College.

If you have not yet identified your Honors Mentor or do not plan on completing a thesis/project in the next year, please explain why and provide a date by which you will identify your mentor and re-submit this form. Please use the space below and back of this paper if necessary.

Name: _____ UMS Number: _____ Date: _____

Semester and year you intend to graduate: _____

Majors(s) and minors(s): _____

Print the name of your Honors Mentor: _____

Honors Mentor Signature: _____

Semester you plan to begin Honors Thesis/Project: _____

Note: If your Honors Mentor is not a full-time faculty member at UMass Lowell, please attach their resume/vitae to this form.

I am going to complete a (check one):

- 3-credit/6 month Honors Project (H8)
 6-credit/12 month Honors Project (H7 and H8)
 6-credit/12 month Honors Thesis (H7 and H8)
-
-
-

Semester you intend to refile Mentor Form (if necessary): _____

Approval Signature of Honors College Dean: _____

Honors Thesis/Project Proposal Form

This form and your proposal must be turned in to the Honors Office by the date specified by the Honors College the semester you start your research.

Student Name: _____ **UMS Number:** _____

Expected Semester and Year of Graduation: _____

Student Email: _____

Phone Number: _____ Personal Email: _____

Major(s)/Minor(s): _____

Honors Mentor: _____

Committee member(s) (at least one): _____

Duration of Project (1 or 2 semesters): _____ Fall (year) _____ Spring (year) _____

Course Name and Number (including section number): _____

**Please attach a proposal as approved by your Faculty Adviser and Committee Member(s).
Proposal should be at least 2 pages with a 1 page timeline.**

Student's Signature: _____ Date: _____

By signing below, I endorse my approval for the attached proposal and I agree to my role as adviser or committee member for this student's Honors Thesis/Project.

Faculty Adviser's Signature: _____ Date: _____

Committee Member's Signature: _____ Date: _____

Committee Member's Signature: _____ Date: _____

Honors College Dean's Signature: _____ Date: _____

Senior Research Grant Application

Description: The Honors College reimburses up to \$500.00 for materials and/or activities (including travel) related to the Honors Project or Honors Thesis. The amount of money awarded will be determined by available funding.

Eligibility: To be eligible, an honors student must be an active member of the UMass Lowell Honors College, working with a faculty adviser. The honors student must be up to date with the E1 requirement.

Application Procedure: Honors students who wish to apply should submit the following four items to the Honors College in O'Leary 300D.

1. Senior Research Grant Application (this form)
2. A CV for the student applicant
3. A typed project proposal including a plan for presenting and/or publishing the work (no more than two pages).
4. **A typed budget with an explanation why each item is relevant to the research. Note: Students must keep receipts of all expenses incurred.**

Student Name: _____

Student ID: _____

Phone Number: _____

Email: _____

Thesis/Project Title: _____

Faculty Adviser: _____

Dept: _____

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Honors Office Use:

Is this student's GPA above 3.25? YES NO Honors Staff: _____

Is this student up to date with their E1 requirement? YES NO Honors Staff: _____

The Honors College will reimburse as much of the expense as possible, up to \$500. All expenses need to be documented with receipts.

Dean of the Honors College Signature: _____ Date: _____



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www.uml.edu/honors

The Format of the Title Page for the Honors College Thesis/Project

By
John Q. Doe

Submitted in partial fulfillment of the requirements of the Honors College
University of Massachusetts Lowell
(Year)

Honors Mentor: Professor Jane J. Smith, Department of English

Author's Signature _____ Date: _____

Honors Mentor's Signature

Signatures of Committee Members (at least one):

Date: _____

_____ Date: _____

Honors Thesis/Project Completion Form

Name: _____ **UMS Number:** _____

Honors Mentor: _____

Committee Member(s): _____

Project/Thesis Title: _____

Course Name	Course Number (xx.xxx.xxx)	Grade

Date and Place of Public Presentation: _____

Student's Signature: _____ **Date:** _____

I, _____, certify that this student has satisfactorily completed his/her honors project and has given a public presentation on the date listed above.

Honors Mentor's Signature: _____ **Date:** _____

I, (committee member) _____, certify that this student has satisfactorily completed their honors project and they have given a public presentation on the date listed above.

Committee Member(s) signature(s):

_____ **Date:** _____

_____ **Date:** _____

Please complete and return this form, along with a copy of your thesis, and signed title page to the Honors College Office (O'Leary 300) **by the end of Reading Day.**