

**FORT HAYS STATE UNIVERSITY
HONORS COLLEGE STUDENT HANDBOOK**

2019-20 Academic Year



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HONORS COLLEGE INTRODUCTION & MISSION STATEMENT

Welcome to the Fort Hays State University Honors College! This handbook is designed to answer all of your questions about the Honors College experience. Our wish is that this program will enhance your undergraduate career in countless ways and that you will find your time spent on honors activities will be some of your most cherished memories of Fort Hays State University.

The Honors College has been designed to reward, challenge, excite, and develop you as a student, peer, colleague, and individual. We want to encourage and guide you to accomplish all that you desire and more than you thought you could. You will discover passions and friendships that will be with you for a lifetime. You are now a member of the Honors College family, and we are happy to have you here.

The mission of the Fort Hays State University Honors College is to develop student leaders who are engaged in their communities, value a diverse and enriching educational environment, and strive for continuous growth and academic excellence.

THE 4 MISSION PILLARS OF THE HONORS COLLEGE

ACADEMIC EXCELLENCE

ENGAGEMENT

LEADERSHIP

CONTINUOUS GROWTH

Honors College Leadership and Support

Director: Dr. Kevin Amidon, ksamidon@fhsu.edu, 785-628-4748

Administrative Specialist: Kathay Johnson, kljohnson2@fhsu.edu, 785-628-4744

Welfare and Events Coordinator: Megan Roth, mcroth2@mail.fhsu.edu

Outreach Coordinator: Nathaniel Hunt, nlhunt@mail.fhsu.edu

Early and Honors College Executive Council (EHCEC) President: Sawyer Smith, shsmith2@mail.fhsu.edu

2019 Honors Ambassadors:

Malari L'Ecuyer

Isabelle Reynolds

Chloe Bley

Jordan Matthews

Brady Stephenson

2019 Peer Mentors:

Abby Stewart

Alec Bevis

Caden Frank

Brendan Chapman

Brenna Erdman

Carson Pierce

Conrad Vajnar

Hank McVeigh

Kate Rockey

Katy Mulqueen

Marisa Carman

Mark Schuckman

Riley Sanford

Taryn Stauth

Zach Meyer

Zach Wagner

Nationally Competitive Scholarships Advisor: Dr. Lexey Bartlett

Honors College Boards/Committees

Admissions Committee

Academic Committee

Assessment Committee

Innovation Committee

Werth Scholarship Committee

Student Conduct Board

International Outreach Committee

Honors College Student Leadership & Committee Positions

The following are paid student positions within the Honors College:

Student employees are paid every other week via direct deposit. Students must complete Workday onboarding in order to complete timecards and get paid.

- Welfare and Events Coordinator/WEC*
- Outreach Coordinator*
- EHCEC President (**or** for Honors Experience)
- Limited number of Honors Ambassadors
- Work-study positions are dependent on availability

**Fulfillment of this position (a full academic year) will also count as an Automatic Honors Experience. These positions may count only once per year as an Automatic Honors Experience, and for a maximum of two years.*

The following are positions (unpaid) available for an Automatic Honors Experience:

- Honors Ambassadors
- Peer Mentors
- EHCEC President (**or** paid)

These positions may count only once per year as an Automatic Honors Experience, and for a maximum of two years.

The following are committee appointments available to students:

- 1 position on the Admissions Committee, in addition to the WEC representative
- 1-3 positions on the Academic Committee
- 1-3 positions on the Assessment Committee
- Other positions may come up as needed

Honors College Offices and Spaces

The Honors College offices and community/study spaces are in the Forsyth Library basement. These rooms may be used by students/faculty/staff for Honors activities. Non-honors students may use these areas if they are part of a study group or meeting with an Honors student/staff.

Food and drinks are welcome in our spaces but please be courteous and keep spaces clean and free of trash and messes.

**If you are the last one out, please turn off all lights/computer/TV/fans.
Do NOT unplug the fridge.**

Room 64: This is the office of the Welfare and Events Coordinator, EHCEC President, and other Honors College staff that need a workspace. (Grad assistant, work-study, etc.) This is also where you can find a university computer for use by Honors College students and employees only. Please follow all rules and guidelines for using university computers.

Room 68 (The Cave): This room can (and should) be used anytime for studying, hanging out, small meetings, and social activities. You are welcome to watch TV, we have cable; please be thoughtful of the volume and subject matter. There is a small fridge and microwave available to all Honors students/staff. *Please keep these items and areas clean.* If you need cleaning supplies check with the Administrative Specialist. Lingered food will be thrown away.

Room 72: This is the office of the Administrative Specialist. The Administrative Specialist may allow staff or students to use the office, supplies, phone, and computer, as they see fit. Student records are stored in this room. Do not access these if you do not have a work purpose or permission from the Administrative Specialist or Director. You may request to review your own records at any time. There are both program materials and personal items in this office, please be respectful of its use.

Room 74: This is the office of the Director. This space may be used for meetings or studying as the Director sees fit. Other spaces should be used first, if available.

Room 41: This is the Marketing, Publicity, and Outreach (MPO) office. It is used by the Outreach Coordinator and the Honors Ambassadors. If there are no staff in this office during office hours, this room may be used as a study space.

Room 45: This is a large conference room (up to 10, relatively comfortably around the table) that can (and should) be used for meetings or large study groups. Contact the Administrative Specialist to book the room or check availability.

Makerspace Area: This is a shared area with the Makerspace. This area can be used for studying, hanging out, and meetings, provided the Makerspace staff has not reserved it for their purposes. Please keep in mind that other university personnel are working nearby, there are other study areas nearby, and that Makerspace may have children present at times. If it gets too “rowdy” students may be asked to settle down or go into a more appropriate room.

If you have any questions about acceptable use or scheduling of any of the Honors College spaces, contact the Administrative Specialist.

Honors College Online Presences

The Honors College has several web-based presences. Students, family, friends, etc. are all welcome and encouraged to interact with us on those platforms!

If you have something you'd like us to share, please email fhsuhonorscollege@fhsu.edu

Facebook: <https://www.facebook.com/FHSUHonorsCollege/>

We also have a Facebook alumni group: we will invite you when you graduate!

Instagram: <https://www.instagram.com/fhsuhonorscollege/>

Twitter: <https://twitter.com/FHSUHonors>

Honors College Perks

Parking Permits

Honors College students are eligible for a free Zone 1 parking permit, normally \$25. Zone 1 parking permits allow you to park anywhere on campus that is not a visitor, faculty, or metered parking space. Parking permits will be available for pickup once you arrive on campus.

Encore Series Tickets

Dependent upon availability

Honors College students have access to a limited number of free Encore Series tickets. You will receive a notification when the sign-up sheet is available; first-come first-serve. Visit the website to see upcoming shows! www.fhsu.edu/encore/

Pre-enrollment

After the initial semester, all Honors College students may pre-enroll at the same time as graduate and senior students.

Advising

The Honors College offers Nationally Competitive Scholarship advising for some of the most prestigious scholarships in the nation (Rhodes, Truman, Marshall, Gates/Cambridge, Udall, etc.). The application process for scholarships at this level can be very arduous and having an experienced advisor can make a great impact and improve your chances of being successful.

Early Move-In

Students living on the Honors floor in McMIndes hall are able to move in early. This avoids some of the chaos of the busier move in day!

HONORS COLLEGE MEMBER REQUIREMENTS

Continued membership in the FHSU Honors College is contingent upon the fulfillment of all requirements in this section. Failure to complete the requirements in a given semester may result in the student being required to meet with the Student Conduct Board or placed on probation the following semester. (An initial semester of probation will have no impact to membership or Regents/Tier 1/Tier2 scholarships.)

Enrollment

All Honors College students must be enrolled full-time and be able to complete a minimum of four full semesters in the program in order to complete requirements. Students enrolled for less than full-time are not eligible for the Honors College scholarships. Virtual courses are allowed, but the student must be considered an “on-campus” student. (For possible exceptions to this, see: Non-residential Students/Study Abroad, Accelerated Entry to Workforce Pathway, and Leave of Absence Policy.)

GPA

All Honors College students must maintain at least a 3.3 cumulative GPA. All Honors College scholarship recipients (Regents/Tier 1/Tier 2) must maintain a 3.5 cumulative GPA to retain their scholarship. Honors College staff verify the GPA of each student at the end of each semester. We will check the FHSU only GPA and all college credit GPA--the higher of these two will be used.

Non-residential Students/Study Abroad

These are students who have previously been accepted into the Honors College as a full-time student, and expect to be off campus for one or two semesters due to academic program requirements (student teaching, clinical, internships, etc.) or study abroad experiences (national or international). Students must be outside the 20-mile radius of Hays in order to qualify as a non-residential student. Students are still required to submit a complete end of semester checklist, and stay current with Honors Experience requirements. Students must notify the Director and/or Administrative Specialist of their time away. Requests for longer times away from campus must be reviewed by Honors College staff.

Accelerated Entry to Workforce Pathway

This pathway is designed to allow students who find professional employment during their undergraduate career to still graduate with honors, despite an on-site commitment with their new employer. Students are able to remain in the Honors College and graduate with honors, if the following criteria are met:

- The employment commitment must be for at least one year and provide an opportunity to enter the desired career field immediately upon graduation, or earlier
- This commitment should be greater than 30 miles from Hays
- All Honors College requirements remain in effect
- The student is expected to attend PDI courses via Skype (or equivalent)

Housing

First-time freshmen are required to live on the Honors floor in McMIndes (2nd floor), unless they are from Ellis County—those students may opt to live at home. All Honors College students are eligible to live on the Honors floor if they wish.

Tier 1 and Tier 2 scholarships *require* that students live on the Honors floor to receive the allotted room and board funds. (Allotted tuition funds will still be awarded if you live elsewhere.) Non-honors roommates are allowed on the Honors floor, by request. Contact the Administrative Specialist or Residential Life for assistance.

Checklist

Every semester, all Honors College students are required to turn in the semester checklist with all requirements completed. Those who do not may be required to meet with the Student Conduct Board to determine what actions may be necessary. The checklist can be found at the end of the handbook or on the website, under Resources and Forms.

<https://www.fhsu.edu/honors/Resources-and-Forms/>

Verification is required for many of the requirements. If a student or faculty/staff can verify your participation have them sign your checklist under the relevant activity or send an email to the Administrative Specialist. Other verification may include: photos, flyers, ticket stubs, social media posts, course enrollment, and many others. Provide all of these to the Administrative Specialist with your form or via email, at any time. If you aren't sure what counts for your checklist, ask the Administrative Specialist or WEC for assistance. **Checklists are due the last Friday of finals week, by 5pm. You can turn them in at ANY time.**

UNIV101

All first-time freshmen are required to take the Honors section of UNIV101.

Freshman Study Hours

All first-time Honors College freshmen must document a minimum of 30 logged study hours (or 15 hours if they are a student-athlete) in the Honors spaces during the fall semester.

Documented study hours must be spent engaged in academic work, not socialization. Honors College staff who are asked to verify/sign off on study hours may refuse to do so if the time logged was not spent on academic pursuits. A competition will be held during the fall semester – the student accumulating the most logged and verified study hours will win \$100 at the end of the fall semester.

Fall Retreat

All first-time freshmen and newly admitted students are required to attend the fall retreat. All others are strongly encouraged to attend.

PDI (Personal Development Institute) (IDS199)

We currently offer 4 PDI courses. Academic Excellence, Engagement, Leadership, and Continuous Growth. All Honors College students must attain a grade of C or higher to successfully complete requirements.

First-time freshmen must complete all four courses; current FHSU/transfer/KAMS students coming in as sophomores must complete 3 courses; current FHSU/transfer/KAMS students coming in as juniors must complete 2 courses.

Students may substitute LDRS 300 or 302 for the Leadership PDI course with the approval of Honors College staff.

Read more about PDI courses on page 12.

Honors Capstone (IDS399E)

All Honors College students must complete an Honors Capstone in their final year of study. Any student who does not complete the Capstone with a C or higher will be required to retake it. If the student does not successfully complete this class before graduation the program will be considered incomplete, and they will not receive the Honors College distinction on their diploma or transcripts. Read more about the Capstone course on page 12.

Honors Experiences

Each Honors College member must complete a number of Honors Experiences equal to the number of semesters they are in the Honors College, with a maximum requirement of 8. (5th year seniors who have completed all 8 are not required to complete more.) A student may complete as many as they wish beyond the requirements. Students are not required to do a certain number per year/semester, but the end total should reflect the same number of semesters a student has been in the program. Half of the required Honors Experiences must be for credit.

The Honors UNIV101 course and the IDS199E: Capstone course both count as credit-generating honors experiences. PDI courses do NOT count as Honors Experiences.

Other Honors Experiences you may consider are:

- Honors College leadership, staff or committee positions
- Honors courses (must receive a C or above)
- Honors Experience Contracts (see form in handbook or on website)
- Automatic Honors Experiences (see list in handbook or on website)

Newly admitted Honors College students, who have been accepted and returned their acceptance form, can earn Honors Experience credit prior to their first official semester in the program. If the student is enrolled in an FHSU Honors course or participating in an activity that counts as an Automatic Honors Experience, at the time they are accepted, they may count it toward their Honors Experience requirements. Activities completed before their official acceptance will not meet requirements.

Read more about Honors Experiences/Honors Experience Contracts on pages 12-13.

HONORS COLLEGE COMMUNITY

Honors College social activities are open to ALL Honors College students. Some activities may also include KAMS students or prospective students.

Social Activities

The Welfare and Events Coordinator will plan social activities monthly. Attendance is not required but we hope that you will attend these often in order to get to know the other students. We encourage your participation in planning and executing these activities. If you'd like to help, contact the Administrative Specialist or the WEC.

Fall Retreat

This is an opportunity for current students and incoming students (and faculty/staff) to get to know each other in a fun and informal environment. This happens early in the fall semester so we all get started with a little bit of fun.

Family Dinners

These are every Wednesday in McMIndes Hall cafeteria. This is a joint activity with KAMS/AMS and Honors College students. All are welcome.

Peer Mentor Program

The Peer Mentor Program is designed to help new students transition to college life. Peer Mentors are Honors College students who have been in the program at least a year and have been through the highs and lows of getting started. Each Peer Mentor will work with a small group of first-year students throughout the year. They meet with their mentees to talk about how things are in life and in school and to guide them to any resources they might find helpful. This is a great way to start off with a strong bond with your Honors College classmates.

HONORS COURSES AND CONTRACTS

Honors courses will usually be smaller than other university classes and will often feature discussion/seminar-style formats. A list of the year's campus-wide Honors courses being offered can be found on the Honors College website under the Resources and Forms tab. Those classes will count as an Honors Experience. Honors coursework should make up a minimum of 50% of your Honors Experiences.

UNIV101 Freshman Seminar

This is a required Honors course for first-time freshmen. These are taken by all first-time freshmen in the university, Honors College students have their own Honors section.

Personal Development Institute (PDI)

The PDI is comprised of 4 Honors Seminar classes that are linked to the four pillars of the Honors College mission statement: Academic Excellence, Engagement, Leadership, and Continuous Growth.

When you take the 4 PDI courses is up to you; you may take all four in 1 year (not necessarily recommended but it's an option), you may take 1 a semester, or you may elect to not take a PDI course in a given semester. The important part is that the required number are completed by the time of graduation. Continuous Growth is recommended for upper classmen, though not a requirement; otherwise, your year in school should have no impact on which PDI course(s) you take. **(PDI courses are NOT an Honors Experience.)**

Senior Capstone

The primary focus of the Honors Capstone course will be the compilation and submission of an individualized capstone project. Each capstone project must be approved by the course instructor. Projects cannot be recycled from other classes, but you may expand upon already completed work. This Capstone project should build on the networks that students have built with faculty and community members throughout their time at FHSU.

Students may develop their project in a range of formats, generally one of the following:

- Research Project/Paper
- Critical Essay
- Coordinating an Event
- Creative Project

Students will also be required to perform a final self-evaluation regarding how they have met the four pillars of the Honors College. All final projects are due the Friday before finals week. Projects will then be presented during the scheduled finals time. Each student will have an exit interview at the end of their presentation.

Honors Experience Contracts

An Honors Experience Contract turns a non-Honors course, internship, service project, or other structured activity (that does not fall under an Automatic Honors Experience) into an Honors

Experience. In general, these contracts are completed in one semester (though some activities may occur over breaks), and require a minimum of 15 hours of formal work.

Honors Experience Contracts for a course conversion, are due at the end of the 2nd week of classes.

Honors Experience Contracts not connected to a course are due at the end of the 8th week of classes.

Honors Experience Contracts for any activity over winter/summer break is due at the end of the 12th week of classes.

Honors Experience Contracts are reviewed and approved by the Academic Committee. If they committee requires clarification on any of the contract details, the student may be invited to the committee meeting to discuss.

HONORS COLLEGE PARTNERS

FHSU Institute of New Media Studies

FHSU Honors College students are eligible to participate in selective research and internship opportunities with the Institute of New Media Studies. The Institute for New Media Studies is dedicated to the transdisciplinary study of new media as it impacts human communication. New media studies is the intersection of culture, communication, and technology through a lens of *disruption* and *convergence*. It is a transdisciplinary field leveraging a number of advanced methods that look at the complicated connections between people and technologies, both established and bleeding edge. The purpose of the institute is to serve Fort Hays State University's strategic initiatives through the lens of new media. The institute is modeled after various internationally recognized research programs such as the MIT Media Lab, Electronic Visualization Laboratory, and fusion centers such as those developed by the Department of Homeland Security. Students who participate in the Institute of New Media Studies are eligible for an Automatic Honors Experience.

Undergraduate Research Experience

Undergraduate research takes many forms within departments at FHSU, but the unifying concept is collaborative faculty - student work on a scholarly project with the goal of developing generalizable peer-reviewed work as a final product.

Undergraduate research can be one of the most meaningful experiences at Fort Hays State University. Students have the opportunity to:

- learn through hands-on work outside the classroom and develop research skills for academic and professional pursuits
- identify academic and career interests
- develop a working relationship with a faculty mentor
- get a glimpse into graduate or professional school life
- learn what you like and don't like to do

Honors College students are also invited to sit on URE committees when seats are open.

Early and Honors College Executive Council (EHCEC)

This council brings together representatives from both KAMS/AMS and the Honors College to plan events, meetings, and partnership initiatives. KAMS (Kansas Academy of Mathematics and Science) is an early-to-college 2-year program for high-achieving students in the math and science fields. Those admitted to the KAMS program leave their home high schools at the end of the sophomore year and move to Hays to go to school full-time at FHSU for their remaining 2 years. Once they graduate from KAMS they officially enter college already in the junior year. Every year some of these students join the Honors College to continue their outstanding work in an environment that supports their academic excellence. KAMS students and Honors College students have similar academic goals and drive to succeed; we aim to create mutually beneficial partnerships and great friendships. If you have an interest in fostering relationships between these two programs contact the organization president or attend their weekly meetings and frequent social events!

Center for Civic Leadership

The Center for Civic Leadership (CCL) is an organization dedicated to increasing civic engagement in your local, state, national, or international community. The CCL is home to four different projects that focus on different aspects of civic engagement: Women's Leadership Project (WLP), Tigers in Service (TIS), American Democracy Project (ADP) and the Global Leadership Project (GLP). All four projects host events all year to increase civic knowledge and participation. They advocate for our students to get involved in the CCL through attending events that count towards checklist requirements and participating in exclusive opportunities, like the ADP Fellowship program.

HONORS COLLEGE STUDENT CONDUCT BOARD & POLICIES

Student Conduct Board

This board is designed to address student welfare, conduct issues, or any questions/concerns about the Honors College policies and procedures. Outside council may be used if the participants feel it is necessary or helpful.

Any Honors student may request a meeting with the board from any member of the Leadership team. Students may address concerns with the board and request that no action be made, but the board members reserve the right to take any action necessary to maintain the safety and wellbeing of students and faculty/staff.

Any infractions of the university Academic Honesty policy may be addressed by the Student Conduct board. Those would include: See the policy here: plagiarism, cheating, falsification, or promotion of any of those activities.

https://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/

Probation and Removal

Failure to complete the requirements in a given semester may result in the student being required to meet with the Student Conduct Board and/or placed on probation. An initial semester of probation will have no impact to Honors College membership or Regents/Tier 1/Tier2 scholarships. If the student fails to complete all program requirements during the probationary semester, they may be removed at the end of the semester and lose their Honors College scholarship eligibility. If they complete all program requirements successfully during the probationary semester, they will continue in the program in good standing.

The Director reserves the right to place students on immediate probation or remove them from the program; reasons for this may include, but are not limited to, FHSU or Honors College policy infractions, unlawful activity, moving off of the honors floor during the freshman year without previous permission, and/or harmful or demeaning actions towards other Honors College or university students/staff/faculty.

A student will be placed on automatic program probation, for the following semester, for a final semester GPA lower than 3.3 or scholarship probation for a GPA lower than 3.5.

Re-admittance Policy

Students removed from the Honors College must serve one semester as a non-member of the Honors College before they can request re-admittance for the following semester. One re-admittance request per semester, per student, is allowed. If you have extenuating circumstances, please review our leave of absence policy or speak to the Director.

All re-admittance hearings must be scheduled with the Student Conduct Board before the end of the 12th week of a semester. The student will submit the Re-admittance Request form, and any supporting documentation to the board when the initial request is made; the board will then schedule a hearing with the student and anyone who the student may have asked to speak on their behalf. Removed students are encouraged to submit the semester checklist for their non-member semester(s) to support their claim of commitment to the standards of the Honors College.

Students will receive a decision within 2 weeks of their hearing. At least 2 board members must be present at the meeting, and all members must review all submitted material. A majority must

rule in favor of the student for re-admittance to be granted. Students re-admitted into the program will not retain any Honors College scholarship they previously received, though they can reapply for the Werth scholarship. Re-admitted students who fail to meet Honors College requirements after re-admittance will be removed permanently.

For the highest likelihood of being readmitted, the SCB will be looking for the following:

- Student's actions and goals align with the Honors College mission statement
- Student has taken verifiable steps to improve upon issues which resulted in removal
- Student will have a positive impact on the Honors College
- Student has a detailed plan for achieving academic success
- Student displays a level of involvement with campus opportunities

Leave of Absence Policy

We recognize that unexpected life circumstances and challenges occur. If a student must leave the Honors College prior to the completion of degree/Honors College requirements, they may be eligible for a leave of absence. If approved, they will not be officially "removed" from the Honors College and will not be penalized for their absence if/when they are able to return.

The student must explain the circumstances and formally request a leave of absence from the Honors College Director. The Honors College leadership team will decide if the request merits approval. The student may be asked to provide additional information or answer questions relating to the request. An approval/denial will be provided to the student within 14 days of the request.

- A leave request must be accompanied by documentation that verifies the circumstances. These could include: verification from division of student affairs, healthcare provider, mental health official, law enforcement, or family member (if family care is the reason for the request), etc.
- A request may not exceed two semesters (fall/spring).
- The student's cumulative GPA must meet Honors College standards upon return to the program in order for re-entry to be granted.
- Any Honors College scholarship awarded to a student may be reinstated at the conclusion of the leave, provided the student meets all scholarship requirements at time of re-entry.
- Student must notify the Honors College Director at least one month prior to re-entry to verify.

UNIVERSITY RESOURCES AND POLICIES

Career Services: <https://www.fhsu.edu/career/>

Kelly Center: <https://www.fhsu.edu/kellycenter/>

Writing Center: <https://www.fhsu.edu/writingcenter/>

Student Handbook: <https://www.fhsu.edu/student-handbook/index>

Notice of Non-discrimination

Fort Hays State University does not discriminate on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, disability or veteran status in its educational programs, employment and all other activities. In addition, the university does not discriminate on the basis of a person's genetic information. FHSU is committed to an environment in which students, faculty, administrators, and staff work together in an atmosphere free from all forms of discrimination, harassment, exploitation and intimidation, including, but not limited to, verbal, physical, or written behavior directed toward or relating to an individual or group on the basis of their protected class status. Individuals who believe they have been discriminated against or harassed on the basis of their protected class status or are victims of sexual harassment should report such acts to the university Equal Employment Opportunity Officer who will assist the grievant in seeking redress through the appropriate procedure. The university's Discrimination and Harassment Complaint Procedure applies to grievances involving students, administrators, faculty or staff. The EEO Officer may be contacted at 600 Park Street, Hays, KS 67601, (785) 628-4033.

Notice of Accessibility

Fort Hays State University will ensure that no qualified person with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of inaccessibility to employment, education programs and all activities of Fort Hays State University. For information pertaining to services, activities, and facilities that are accessible to persons with disabilities, contact Disability Student Services, Kelly Center, Picken Hall Room 111, 600 Park Street, Hays, KS 67601, (785) 628-4401.

Title IX Policy

Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et. Seq., prohibits discrimination on the basis of sex in any federally funded education program or activity. Any of the following actions, when taken on the basis of gender, may constitute a violation of Title IX and this policy, and could give rise to a complaint and investigation pursuant to this policy:

1. Sexual violence, which is a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent, and may include rape, sexual assault and sexual battery;
2. Sexual harassment, as defined elsewhere in this policy;
3. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
4. Discrimination, defined as actions that deprive members of the university community of educational or employment access, benefits or opportunities;
5. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

6. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
7. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally;
8. Violence between those in an intimate relationship or partnership;
9. Stalking, defined as a repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the university community; and,
10. Retaliation.

Complaints of actions in violation of this policy should be directed to one of the University's Title IX Officers.

Fort Hays State University Honors College: Semester Checklist

Checklist must be turned in, with all requirements fulfilled, **by 5pm on Friday of finals week.**

You may use one activity in *no more* than two of the checklist categories: Honors Experiences, Academic Excellence, Engagement, Leadership, and Continuous Growth.

Students failing to turn in the completed checklist on time will be required to meet with the Honors College Student Conduct Board.

Full Name: _____ Student ID Number: _____

Major(s): _____ Minor(s): _____ Certificate(s): _____

Number of semesters in Honors College, including current: (1-8) _____

Intended graduation date? (m/yr) ____ / _____

If you will be off-campus for at least a semester before graduation (internship, study abroad, etc.), please explain:

If you are currently on probation with the Honors College, please indicate: program / scholarship / both

If you are currently on an Academic Improvement Plan, have you completed all the requirements of the plan? _____

If no, please explain: _____

If you expect anything to change your duration as an undergraduate at FHSU, please explain:

Degree Completion

How many credit hours are required for you to complete your degree? _____

How many credit hours will you have completed at the end of this semester? _____

I verify the listed remaining requirements for this student to complete their program of study are accurate to the best of my knowledge.

Student Signature _____ Date: _____

Academic Advisor Signature(s) _____ Date: _____

ACADEMIC EXCELLENCE

GPA REQUIREMENTS: Your final GPA will be retrieved each semester; the highest of either your cumulative FHSU GPA or cumulative FHSU and non-FHSU college credit GPA will be used.

- All Honors College students are required to maintain a 3.3 GPA to maintain membership in the Honors College.
- Regents, Tier 1, or Tier 2 scholarship recipients must maintain a 3.5 cumulative GPA to renew their scholarship each academic year.
- Werth scholarship recipients must maintain a 3.5 cumulative GPA, and remain in good standing within the Honors College program, or they will lose their spring scholarship allocation **immediately**.

❖ **HONORS EXPERIENCES:** Students may complete as many honors experiences as they wish, but by graduation each student must have completed a number of honors experiences equal to the number of semesters in the program.

- At least 50% of these must have been completed via credit-generating honors experiences.
- Freshman UNIV101 course and IDS399: Honors Capstone both count as honors experiences.

How many honors experiences have you accumulated prior to the current semester? _____

How many of your completed honors experiences are tied to a credit-generating course? _____

Please list the experiences you have completed since the previous checklist:

Honors Experience: _____ For credit? Yes _____ No _____

Honors Experience: _____ For credit? Yes _____ No _____

Honors Experience: _____ For credit? Yes _____ No _____

Honors Experience: _____ For credit? Yes _____ No _____

❖ **All students** must complete at least **ONE** of the following per semester:

(May also be used to fulfill requirements for Honors College IDS199 PDI courses.)

60 minutes of academic service (tutoring, leading study groups, leading class presentation groups, serving as an assistant to an FHSU faculty/staff member in a volunteer capacity)

Activity: _____ Time: _____ Verification: _____

Activity: _____ Time: _____ Verification: _____

Class tied to an honors contract

Documented undergraduate research with a FHSU faculty member, as part of an honors experience

Organization/activity: _____ (Attach verification.)

Present research at SACAD, not tied to an Honors Contract

Apply for Nationally Competitive Scholarship, provide verification from advisor.

Other activity approved by HC director: _____

IDS199: Academic Excellence PDI course *(HC students who enter the program as first-year freshman will complete all 4 PDI courses before graduation. Incoming sophomores must complete 3 PDI courses by graduation, incoming juniors must complete 2 PDI courses by graduation.)*

FRESHMEN ONLY- Required for fall semester:

30 documented study hours in the honors spaces.

If student athlete, 15 documented study hours in the honors spaces.

SENIORS ONLY- must be taken in the senior (final) year of study:

IDS399: Capstone course. **Required for all HC students before graduation.**

(Check this if you are currently taking the Capstone course.)

❖ **Please list here any other examples of Academic Excellence that you have demonstrated this semester** (awards, presentations, membership in academic organizations, other recognition):

ENGAGEMENT

❖ Please list the ways in which you have deepened your engagement with the university and the broader community this semester. You should list **AT LEAST THREE** examples, but please include as many as you wish. Students should demonstrate a range of activities, not focusing only on one specific kind of engagement (i.e. at least two of the categories below, or others as approved, should be represented). Examples of engagement include (*note that these may also be used to fulfill requirements for Honors College IDS199 PDI Courses*):

- Attendance at the Honors College fall retreat, in its entirety (will count as TWO activities.)
- Attendance at any official full Honors College social event(s)
- Attendance at a Center for Civic Leadership Studies event(s)
- 60 minutes of service at designated Honors College recruitment/publicity event(s)
- Attendance at cultural/civic engagement event(s) (concerts, plays, musicals, art gallery shows, sporting events, etc.) Please provide tickets, flyers, or email verification.
- Participation in co-extra curricular programming (non-titled involvement in clubs, organizations, events, community service, etc.)
- 5 hours spent engaged in community service (non-compensated)
- Other activity approved by HC director
- IDS199: Engagement PDI course (*HC students who enter the program as first-year freshman will complete all 4 PDI courses before graduation. Incoming sophomores must complete 3 PDI courses by graduation, incoming juniors must complete 2 PDI courses by graduation.*)

1.

2.

3.

Additional:

LEADERSHIP

❖ What is the most significant way in which you have demonstrated leadership this semester? You should be able to demonstrate leadership in **AT LEAST ONE** way each semester, but please ALSO list as many as you wish. Examples of leadership include (*note that these also may be used to fulfill requirements for Honors College IDS199 PDI courses*):

- Titled role in any campus or community organization, club, or event
- Service on a university academic or administrative committee
- Organizing a Center for Civic Leadership/Leadership Studies event
- Any course offered by the Department of Leadership Studies, with grade B or above
- Participation as an Honors College Peer Mentor
- Participation as an Honors College Honors Ambassador
- Serving in an informal leadership role: must involve at least 5 hrs of semester involvement. Student must document participation/verification of this activity and have an event mentor/supervisor provide written verification of activity. Attach verification.
- Classroom leadership role, as verified by instructor
- Other activity approved by HC director
- IDS199: Leadership PDI course **OR** Taking LDRS 300 or LDRS 302 (*HC students who enter the program as first-year freshman will complete all 4 PDI courses before graduation. Incoming sophomores must complete 3 PDI courses by graduation, incoming juniors must complete 2 PDI courses by graduation.*)

Most significant:

Additional:

CONTINUOUS GROWTH

- ❖ Students may complete as many continuous growth activities as they wish, but by graduation each student must have completed one for each *full* year in the program, with a maximum of 4 required. (If you graduate in the fall you will not need to complete an activity for that year.)

IDS199: Continuous Growth PDI course.

(HC students who enter the program as first-year freshman will complete all 4 PDI courses before graduation. Incoming sophomores must complete 3 PDI courses by graduation, incoming juniors must complete 2 PDI courses by graduation.)

Joining national professional organization affiliated with career path/discipline

Organization: _____

Professional Development, includes: create resume or portfolio, create professional profile or social media page (ex: LinkedIn), and attend a career fair or mock interview.

Attending a professional conference or workshop, describe: _____

Taking any professional graduate exam (GRE/MCAT/LSAT, etc.)

Exam: _____

Enrolling in a graduate level course.

Course title: _____

Professor email or signature, for verification: _____

Study abroad (Must not be part of degree requirements or an honors contract.)

Describe: _____

Internship (Must not be part of degree requirements or an honors contract.)

Describe: _____

Creative works submissions throughout semester, minimum of 15.

(Can be journaling/blogging, creative writing, poetry, self-reflection, art, music, video, etc.)

Link/verification: _____

Other activity approved by HC director: _____

Possible examples:

Meeting monthly with a professional/career mentor to discuss post-graduation plans and options.

Setting and achieving 3 personal fitness or wellness goals.

Creating/editing the HC newsletter.

Engaging in a public speaking event that is not affiliated with a course.

Fort Hays State University Honors College: Honors Experience Contract

HONORS EXPERIENCE CONTRACT GOALS AND PRINCIPLES:

- To develop rigorous and sustainable relationships between students and mentors (usually faculty on campus, but potentially also in the community).
- To result in a product that can be further expanded into a longer-term project culminating in an Honors Capstone, and can be shared with others (within the Honors College, around campus, or beyond) to show how you have contributed knowledge or service to the communities around you.
- To facilitate strong time and project management – an Honors Experience Contract may involve as many hours as you wish, but can also be completed successfully with as few as 15 hours of formal work.
- To create greater engagement with courses and other elements of educational programs.
- To demonstrate accountability.

STUDENT INFORMATION:

Full Name: _____ Student ID Number: _____

Major(s): _____ Minor(s): _____ Certificate(s): _____

Number of semesters in Honors College, including current: (1-8) _____

Intended graduation date? (m/yr) ____ / _____

How many Honors Experiences have you completed before (not including) this contract? _____

Semester (or Summer/Winter break) during which the Honors Experience Contract will be completed: _____

MENTOR INFORMATION:

NOTE to students: In most cases, the mentor for your Honors Experience Contract will be a faculty member at FHSU. If the Contract mentor is not a faculty member on campus, you must take an additional level of responsibility for assuring that your mentor can communicate to the Honors College that you have successfully met the expectations of your contract.

NOTE to mentors: Honors Experience Contract Mentors assist the Honors College in providing accountability for the development of student-led projects lasting up to a semester that demonstrate additional engagement with coursework, scholarship or research, professional development, community service, or creative activity. Mentors may take a quite active hand in collaboration with the student (for example as laboratory supervisors), or they may supervise less actively. In either case, the **student** is responsible for establishing the contact, meeting the expected milestones, and facilitating all reporting with the Honors College. Mentors are welcome to contact the Honors College Director, Dr. Kevin Amidon (ksamidon@fhsu.edu; 785-628-4748), at any time if necessary.

Mentor Name: _____

Department and College (if FHSU faculty): _____

Affiliation (company, institution, etc) if not FHSU faculty: _____

Email: _____ Phone: _____

HONORS EXPERIENCE CONTRACT TYPE:

REVIEW MILESTONES/DEADLINES FOR HONORS EXPERIENCE CONTRACTS:

- All Course Conversion contracts should be complete and signed by Friday of Week 2 of the semester.
- Contracts for other types of Experiences to be completed during a semester (research projects, creative projects etc.) will be accepted until the Friday of Week 8 of the semester.
- Any contract to be completed over winter or summer break will be accepted until Friday of Week 12.

_____ Course conversion to Honors Experience. **ATTACH COURSE SYLLABUS.**

NOTE on course conversion expectations for students and mentors: Honors Experience work should expand the regular course expectations through additional breadth or depth of engagement with course goals and materials. Student(s) should initiate discussions about course conversion ideas with faculty mentors. Again, minimum expectation for additional formal work (not classroom time or mentor interaction time, but work applied to course expectations) is 15 hours.

NOTE on multiple-student contracts: Multiple students may sign equivalent Honors Experience Contracts for the same course, developed together with the same mentor. Each student should sign a separate contract. All students signing equivalent contracts are expected to complete all additional Honors Experience elements (although no student will be penalized for another’s failure to do so unless a group project is decided upon). Multiple Honors students may also agree separately upon varying contracts with the same instructor in the same course – but be respectful of busy faculty members’ time and efforts!

Department, Course Title, and Number _____

Instructor (if different from mentor) _____

_____ Research experience on campus

NOTE 1 FOR STUDENTS: If your research experience is expected to involve human subject or animal research, you must discuss with your mentor the appropriate IRB or IACUC approval processes **BEFORE** signing this contract. IRB/IACUC approval number: _____. [**Initials of mentor:** _____]

NOTE 2 FOR STUDENTS: In all fields of research scholarship, questions of “responsible conduct” are central. Researchers must not harm research subjects or animals, plagiarize, invent or misrepresent results, or fail to cite sources appropriately. You must initiate a brief discussion of “responsible conduct of research” with your mentor **BEFORE** signing this contract. [**Initials of mentor:** _____]

_____ On-campus service project (usually with faculty mentor)

_____ Community service project (usually with off-campus mentor from the community)

_____ Creative project

_____ Other (describe briefly) _____

ACTIVITY PROPOSAL (Written by student, approved by mentor):

Describe here in a **maximum** of ca. 250 words (please type, single-spaced, onto this form; try not to exceed the length of this page):

1. The work you will undertake through this Honors Experience Contract.
2. Prior work you have done that will facilitate your success.
3. Your plans for sharing the work in an appropriate venue. Possible venues include:
 - a. Publication
 - b. Curated online resource
 - c. Exhibition / Recital
 - d. Presentation or poster at a regional or national conference
 - e. Presentation or poster at an on-campus event (FHSU SACAD etc).
 - f. Presentation to other on-campus group

NOTE to student: Remember that the minimum expectation for formal additional work is 15 hours.

NOTE to mentors of Honors course conversions: This description should take the form of an “appendix” to the regular course syllabus.

SEMESTER MILESTONES (for winter/summer break projects please discuss with Honors College staff):

Start Date: _____ Completion Date: _____

Key objectives (as appropriate to type of work; table may be as long or short as necessary):

Objective	Date / Timeline	Who is responsible?	Who evaluates?	Mentor / Honors Staff check-in
	Week 4 [if contract is signed by this point]			Check in with Honors College staff
	Week 8			Check in with Honors College staff
	Week 12			Check in with Honors College staff

CATEGORY OF KNOWLEDGE BUILDING (BOYER MODEL OF SCHOLARSHIP):

Students: as you develop your project reflect on what sort of knowledge building is taking place. Which of the following categories do you think you will most directly be doing?

- _____ Discovering new knowledge through sustained inquiry / research.
- _____ Applying knowledge to issues in the community and society.
- _____ Studying how teaching and learning happen most effectively (pedagogy).
- _____ Integrating different kinds of knowledge and exploring how they can apply to different contexts.
- _____ Engaging the knowledge-building resources of the university with social, civic, ethical problems by building partnerships in the community.
- _____ Performing or exhibiting creative work.

SIGNATURES:

Student: _____ **Date:** _____

Mentor: _____ **Date:** _____

Fort Hays State University Honors College: Automatic Honors Experiences

Automatic Honors Experiences will not count as credit generating honors experiences. At least half of all Honors Experiences need to be credit-generating.

NOTE ON VERIFICATION: Automatic Honors Experiences that are not positions within the Honors College or KAMS require verification, usually by email to fhsuhonorscollege@fhsu.edu. See each description for details.

A. Competitive Academic Programs

Students accepted into a competitive academic program, excluding major programs (Nursing, Radiology Technology, Athletic Training etc.,) may use this as an Automatic Honors Experience. The program must involve some form of a class throughout the program. Students must **submit verification** of acceptance into the program. Examples of programs which meet these requirements include Noyce, VALUE, and the Institute of New Media Studies.

B. Professional Conference Presentation

Students accepted or invited to present their undergraduate research in an individual or group presentation at a professional conference may use this as an Automatic Honors Experience. The student must **submit verification** of the invitation, and provide a research advisor/professor contact. Poster presentations at SACAD will not count under this category.

C. Peer-reviewed or Juried National Publication, Exhibition or Performance

Students with written or creative work accepted for publication, exhibition, or performance in a nationally disseminated, peer-reviewed or juried venue may use this as an Automatic Honors Experience. Students must **submit verification** of the acceptance and contact information for any advisor/professor who supervised the project. Presentations at SACAD will not count under this category.

D. Nationally Competitive Scholarship Application

Any student who applies for a nationally competitive scholarship and works directly with the Honors College scholarship advisor can use this as an Honors Experience. Students must **submit verification** either of a successfully submitted complete application (from the scholarship organization), or from the scholarship advisor that an unsubmitted application was pursued in satisfactory depth. Maximum of 2 applications can be used.

E. National Officership

Any student who serves as an officer with a national organization may count this service as an Honors Experience. **Submit verification** from the organization. Maximum of 2 semesters can be used.

F. Honors Ambassador Position (unpaid)

Honors Ambassadors serve as part of the MPO (Marketing, Publicity, and Outreach) team to assist in recruitment and promotion of the Honors College program. This position may count only once per year as an Automatic Honors Experience, and for a maximum of two years.

G. Leadership Team Positions (paid) WEC/Outreach Coordinator

Because of the immense commitment to these paid positions students can also receive an Automatic Honors Experience. This position may count only once per year as an Automatic Honors Experience, and for a maximum of two years.

H. Early and Honors College Executive Council (EHCEC) President (unpaid)

This position may have the option of getting paid or receiving an Automatic Honors Experience. (If position was taken as a KAMS student, and was unpaid, it may be used as an Automatic Honors Experience when student enters the Honors College.) This position may count only once per year as an Automatic Honors Experience, and for a maximum of two years.

I. Honors College Peer Mentor

Any student selected to serve as an Honors College peer mentor may use this as an Honors Experience. This position may count only once per year as an Automatic Honors Experience, and for a maximum of two years.

J. Study Abroad

Students accepted into a formal, credit-granting study abroad program for which they will receive the equivalent of at least 3 credits may use this program as an Automatic Honors Experience. Study abroad experiences required by a student's primary major cannot count as Automatic Honors Experiences. Academic credit must appear on the student's FHSU transcript in order for this Automatic Honors Experience to be granted. A maximum of 2 semesters of study abroad may be used for an Automatic Honors Experience.

K. Internships

Students accepted as interns (paid or unpaid) at businesses or non-profit/community organizations may count this as an Automatic Honors Experience. Internships required by a student's major may not be used as Automatic Honors Experiences. Internships are expected to require a minimum of at least 15 hours of formal work. Students must provide the Honors Director and Administrative Specialist with the name and contact information of the supervisor of the internship. The student must assure that the **supervisor submits verification** that the internship expectations were satisfactorily met. A maximum of 2 internships can be used for an Automatic Honors Experience.

Automatic Honors Experience Form

Name: _____ Date _____

Which Automatic Honors Experience are you doing (indicate one)?

- A. Competitive Academic Programs
- B. Professional Conference Presentation
- C. Peer-reviewed or Juried National Publication, Exhibition or Performance
- D. Nationally Competitive Scholarship Application
- E. National Officership
- F. Honors Ambassador Position
- G. Leadership Team Position
- H. EHCEC Council President
- I. Honors College Peer Mentor
- J. Study Abroad
- K. Internship

- Please describe what you will be doing, in relation to the selection you made:

- Contact information: advisor/professor (conference presentation etc) or supervisor (for internship):

Name:

Email:

Phone:

Please provide any verification information with this form, in person or via email to fhsuhonorscollege@fhsu.edu.

I have read and understand the requirements listed above for the Automatic Honors Experience. I understand that the Automatic Honors Experiences will not count as credit-generating Honors Experiences, even if there is a class involved (with the possible exception of sufficiently intensive study abroad). I understand that I am responsible for promptly submitting all necessary verification. If, during the course of the experience, I am unable to fulfill the requirements set forth by the program, I will not receive credit for the Honors Experience.

Honors College Student Signature _____ Date _____

Received by Honors College Staff _____ Date _____

Verified by Honors College Staff _____ Date _____

READMITTANCE REQUEST FORM

This form is to be submitted (typed) before meeting with the Student Conduct Board.

Name:

Date:

1. Why were you dismissed from the Honors College?
2. Why would you like to be readmitted?
3. What steps did you take during your time as a non-member to prepare for re-admittance and remain in good standing?

You may provide up to 3 testimonials from individuals supporting your re-admittance. These may be submitted in writing or may come to your hearing with you to speak on your behalf. Please include those documents with your form, or include the names of those coming to the hearing.

The board may verify any information provided with your request.