

# THE HONORS PROGRAM HANDBOOK

*A Guide for Students and Academic Advisors*

The Honors Program  
Northeastern State University  
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Tahlequah, OK 74464

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## Overview of the Honors Program

### The Honors Program and Its Goals

The Honors Program at Northeastern State University offers special opportunities to students who possess high academic potential and who desire a broadly based undergraduate education. The Honors Program curriculum is designed for students who have intellectual curiosity and the ambition and discipline to master a comprehensive education, whatever major field of study they choose. In fact, students may pursue any undergraduate degree program offered by the University while they are members of the Honors Program. The education offered through the Honors Program might best be described as that of a program set within a large comprehensive University.

Students in the Honors Program take seven required General Education courses in small Honors sections during their freshman and sophomore years. During the junior and senior years, Honors students are offered the chance to work with a faculty member on an individual research project that will be presented at the conclusion of their senior year. In addition, all Honors students have the opportunity to participate in cultural events, field trips, and enrichment activities.

The ultimate goal of the Honors Program is to offer students a stimulating education in which the students themselves are active participants. Class sizes are designed to be small, intensive, and participatory. Typically, students in the lower-division Honors courses will be expected to undertake writing assignments and to contribute substantially to discussions in their Honors classes. Senior and junior Honors students will also be expected to demonstrate initiative and independence as they pursue an individual research project. Such an education will not only equip Honors Program graduates for success in their future professional lives but also fit them for the reflective, deliberate life that has always been the mark of an educated person.

### The Honors Program Curriculum

The four-year Honors Program curriculum is divided into freshman/sophomore years and junior/senior years. Students typically enter as freshmen and remain throughout their senior year. At commencement, students who have completed the Honors Program curriculum are given special recognition and awarded a pewter medallion by campus officials at the peak of the graduation ceremony.

In the Honors Program, students fulfill part of the university's General Education curriculum by undertaking a series of special Honors sections of General Education courses. These courses provide an enriched background to studies in the students' major field. Each of the Honors sections requires more depth and critical thinking than might typically be required in a lower-division course. The classes also require a high level of course content understanding. **Students must enroll in the required Honors sections each semester of their freshman and sophomore years.**

Central to the curriculum in Honors are the seven courses taken by each Honors student. These courses are as follows: Introduction to Literature, Introduction to Psychology, American Federal Government, Fundamentals of Oral Communication, American History since 1877, Introduction to American Indian Studies, and Freshman University Strategies. These courses are taken in the freshman and sophomore years of the college experience. Students in the Honors Program fulfill the General

Education requirements of the university through these specific Honors sections and other non-Honors General Education courses within the University.

In the Honors Program, students also engage in independent research studies in the major of their choice. During their junior year, students enroll in two Honors research courses. This is followed by two additional Honors research courses that take place in the senior year. Together, the honors research courses amount to six credit hours. Students working on the research projects will have a faculty mentor in their major area of study. At the end of the senior year, each student must turn in an advisor-approved research paper and present the research project orally in front of the Honors Program members or in another approved academic setting.

## Admission Requirements

### Incoming Freshmen

Freshmen entering the Honors Program are academically talented students who enjoy learning. The current requirements for students entering the Honors Program are as follows:

- Have an ACT composite score of 28 or higher.
- Be approved for admission to NSU
- Submit the [Honors Scholarship Application](#).
- Be selected for the Honors Program

### Transfer Students

Transfer students are equally as vital to the Honors Program as freshmen. They are held to the same high standards of excellence. The current requirements for transfer students to enter the Honors Program are as follows:

- Meet all incoming freshmen requirements.
- Submit a letter of recommendation from a director or faculty member of the honors program of the current institution.
- Include an official transcript from current institution; must have a minimum GPA of 3.250.
- Submit a cover letter stating a request to be considered in the NSU Honors Program. Indicate a major field of study and elaborate research interests
- Deliver all above documents to the Honors Office or via email to [nsuhonors@nsuok.edu](mailto:nsuhonors@nsuok.edu).

All transfer students must be admitted to NSU and be selected for the Honors program.

## Advisement and Counseling

Honors students should make an appointment for advice during the scheduled advisement period each semester. The Director of the Honors Program advises students in the Honors Program; however, students may also seek individual advice and counseling from the dean of their college or personal academic advisor.

## Honors Scholarships

Scholarships associated with the Honors Program are managed by the [Office of Scholarships](#). Questions about the nature of the scholarship and approved expenses should be directed to this office. This includes, tuition waivers, stipends, housing, fees, books, and the relationship between the Honors scholarship and other scholarships or forms of financial aid. For more information, call 918-444-3471 or email [scholarships@nsuok.edu](mailto:scholarships@nsuok.edu).

## Credit for Prior Learning

The Honors Program follows NSU's policy on [credit for prior learning](#). A student needs to check with his or her academic advisor to verify which courses will count toward graduation requirements. CLEP and AP college credit hours are accepted if obtained prior to admission to NSU. Students are not eligible to CLEP out of Honors General Education classes after they are admitted into the University. College courses completed through concurrent enrollment in high school are accepted if the credits were earned before the student was admitted to the Honors Program.

## Honors Designation on Degree Plans

When Honors students declare a major and file a degree plan, it is the student's responsibility to inform the advisor that his or her degree plan must be designated as HONORS. This will affect the student's graduation requirements concerning the Honors research component and the privilege of graduating with the diploma designated as HONORS.

## Honors Program Administration

A Director and the [Honors Program Advisory Council](#) administer the Honors Program. The Honors Council is a standing University committee. The Council approves courses for Honors designation, responds to student appeals, and serves as a liaison between the academic units and the Honors Program. The Honors Program is housed in the following location:

Seminary Hall Rm.135 and Rm.136  
609 North Grand Avenue  
Tahlequah, OK 74464  
Phone (918)444-2236 or (918)444-2226  
E-mail Address: [nsuhonors@nsuok.edu](mailto:nsuhonors@nsuok.edu)

## Honors Course Schedule

Honors students are required to complete seven honors General Education courses and four semesters of honors research. A recommended course sequence is provided below.

Freshman Year Fall Semester	Freshman Year Spring Semester
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UNIV 1003	University Strategies	POLS 1113	American Federal Government
ENGL 2113	Introduction to Literature	PSYC 1113	Introduction to Psychology
HIST 1493	American History since 1877		
<b>Sophomore Year Fall Semester</b>		<b>Sophomore Year Spring Semester</b>	
COMM 1123	Fundamentals of Oral Communication	AIS 2223	Introduction to American Indian Studies
<b>Junior Year Fall Semester</b>		<b>Junior Year Spring Semester</b>	
HCOL 3401	Honors Research I	HCOL 3502	Honors Research II
<b>Senior Year Fall Semester</b>		<b>Senior Year Spring Semester</b>	
HCOL 4402	Honors Research III	HCOL 4501	Honors Research IV

## Research Project/Scholarly Activity

### Enrollment in Honors Research Courses

Each student is required to submit a Research I Enrollment Form to the Honors Program during the semester before starting the first semester of research.

### Research Project Proposal

The Honors Program requires students to submit a research proposal that is acceptable to their research advisor as part of their course requirements in Honors Research I. Guidelines for writing the proposal can be found in the Honors Research Syllabus.

### Research Project/Scholarly Activity

The exact nature of the research project/scholarly activity will be decided by the student and their research advisor. However, the following general guidelines should be observed:

1. The project should reflect significant individual effort that involves library research, laboratory research, or field research.
2. The project must conform to accepted scholarly procedure within the discipline of the major field. The project may be creative, as opposed to derivative, subject to the discretion and specific prior approval of the research advisor involved, and the Director of the Honors Program. A creative project must be executed within the framework of accepted scholarly procedure. That is, a student who produces a creative effort should introduce that effort by adequate discussion of the nature of the creative form involved, including an indication of familiarity with other examples of the form.

3. The project must be done under the college of the student's major, unless specific approval is given by the Director of the Honors Program for a project in the area of the student's minor.
4. A joint project by two or more students is permissible if specifically approved in advance by the faculty advisor(s) and the Honors Program Director. Such a project should be defined in discussion between the research advisor and the Honors Director.

### Expectations for each semester of research:

**HCOL 3401 Honors Research I:** Decide the research topic and produce a prospectus describing the nature and experimental design of the research project to be conducted.

**HCOL 3502 Honors Research II:** This semester is the actual research of the program. During this time the student must work through experiments, or reading or whatever is appropriate for their research.

**HCOL 4402 Honors Research III:** Finish the research and begin to prepare the paper and final presentation.

**HCOL 4501 Honors Research IV:** Finish the presentation and paper and present it to the Honors Council and students at the Honors Research Presentation.

### Completing the Research Paper

The student must submit a draft of the research paper to the research advisor to be reviewed and edited near the beginning of Honors Research IV. The student must submit the completed research paper to the research advisor before fall break for students graduating in the fall semester or spring break for students graduating in the spring semester. One complete copy of the advisor-approved research paper must be delivered to the Honors Program office no later than one month prior to graduation. The paper needs to bear the signature of the research advisor.

### Presenting the Research Project/Scholarly Activity

Upon completion of the paper, the student must prepare a form of the research suitable for presentation. This form can be a visual aid, demonstration, powerpoint presentation, etc. Arrangements for the presentation must be made with the Honors Program Director. The presentation should be made at a public event, such as the Honors Research Day or other approved academic event.

## Continued Eligibility in the Honors Program

### Requirements for Good Standing

- Complete a minimum of twelve (12) credit hours per semester
- Maintain a minimum GPA of 3.250.
- Successfully complete required Honors Courses with a "C" or better
- Successfully complete any non-Honors course with a "D" or better

Student progress is evaluated between the summer and fall semesters. Students who, due to extraordinary circumstances during the semester, drop below the minimum of 12 hours of initial

enrollment, must earn 24 credit hours for the two regular semesters to retain eligibility for the next program year.

## Probation

A student who fails to meet the continued eligibility requirements will be removed from the program without academic scholarship assistance the following semester. Any semester during which the student does not receive an award due to failure to meet the continuing eligibility requirements is counted as a semester used in the program and is deducted from the eight semesters allotted for the program. A student may be reinstated to the program:

1. If the student achieves a 3.25 cumulative grade point average at the end of the following fall or spring semester or summer term.
2. If the student in the following fall or spring semester remedies the credit-hour deficiency by earning twelve credit hours in addition to the number of hours by which the student is deficient; or if the student earns the deficient credits in the following summer term.
3. Unsatisfactory grades must be expunged from the student's academic record before the end of the following fall or spring semester or summer term.

A student may be reinstated only one time and has one year to remedy the grade-point average or credit-hour deficiency. Maintaining eligibility and familiarity with State Regents' and institutional policy is the responsibility of the student.

Probation in the Honors Program may impact student scholarship eligibility. Students are encouraged to contact the [Office of Scholarships](#) to evaluate how program suspension affects their scholarship (918-444-3471 or [scholarships@nsuok.edu](mailto:scholarships@nsuok.edu)). Questions pertaining to other forms of financial aid should be directed to [Student Financial Services](#) (918-444-3456 or [financialaid@nsuok.edu](mailto:financialaid@nsuok.edu)).

## Suspension

Students who fail to meet a standard by the end of the probationary period are suspended from the Honors Program. Suspension may not be permanent if the student is able to meet Honors Program requirements for good standing and receives approval to rejoin the Honors Program from the Director and/or Honors Council.

Suspension from the Honors Program may impact student scholarship eligibility. Students are encouraged to contact the [Office of Scholarships](#) to evaluate how program suspension affects their scholarship (918-444-3471 or [scholarships@nsuok.edu](mailto:scholarships@nsuok.edu)). Questions pertaining to other forms of financial aid should be directed to [Student Financial Services](#) (918-444-3456 or [financialaid@nsuok.edu](mailto:financialaid@nsuok.edu)).

## Graduation Recognition and Diploma Designation

Honors students may receive recognition of their accomplishments at graduation and diploma designation of completing an honors program. Obtaining this distinction requires

- Completion of total Honors Curriculum
  - All seven Honors General Education courses

- All four semesters of Honors Research
- Submission of an approved Honors Research/Scholarly Activity Paper
- Completion and presentation of Senior Research Project/Scholarly Activity
- Graduation GPA of 3.250 or higher.

## Honors Program Policies and Guidelines

The Honors Program at Northeastern State University is a challenging educational option for academically talented students who enjoy learning. The Honors Program features an enriched learning environment and provides qualified students the opportunity to grow intellectually. Honors students work with distinguished faculty members and peers in enhanced courses, pursue independent research or other scholarly activities, and participate in co-curricular cultural experiences.

1. Most students in the Honors Program will have received a scholarship (Academic, Baccalaureate or NSU Honors). Academic standards and other requirements for continued receipt of those funds are specified on each scholarship acceptance form.
2. Honors students are required to take Honors sections of specified general education courses unless academic credit for these courses was completed prior to enrolling in the Honors Program. Students must pass these courses with a “C” or better. Students who transfer to NSU with an Associates of Arts or an Associates of Science degree from another college or university Honors Program are not required to take any of the Honors sections of general education courses.
3. Each student must complete a six-hour scholarly activity as part of his/her major and must present this scholarly activity in the Honors Senior Seminar during his/her senior year.
4. Each Honors student must be enrolled as a full-time student (12 hours a semester), or complete a minimum of 24 semester hours per academic year and maintain the following academic standards: students must maintain a cumulative GPA of 3.25. If a student at the end of any regular semester after his/her second regular semester has a cumulative GPA of less than 3.25, he/she will be placed on academic probation. The student will remain on academic probation until his/her GPA has risen above 3.25. If while on academic probation, the student has a semester GPA that is below 3.25, that will be considered grounds for termination from the Honors Program.
5. Receiving an “F” in any course will be considered grounds for academic probation. The student must retake the course the following academic year and receive a passing grade. The “F” can then be expunged from the student’s academic record. Failure to retake the course the following academic year or failure to receive a passing grade will be considered grounds for termination from the Honors Program.
6. Honors students are expected to participate in intellectual, cultural and social extracurricular activities and Honors Program meetings as directed by the Honors Council. Lack of participation will be considered justification for probation or dismissal from the Honors Program.

# Honors Program Student Organization Constitution

## PREAMBLE

The Honors Program at Northeastern State University is a challenging educational option for academically talented students who enjoy learning. The Honors Program features an enriched learning environment and provides qualified students with the opportunity to grow intellectually. Honors students work with distinguished faculty members and peers in enhanced courses, pursue independent research, and participate in co-curricular cultural experiences.

## ARTICLE I: MEMBERSHIP

### Section 1

Membership in the Honors Program requires an ACT composite score of 30 or higher with a high school GPA of 3.5 or higher; an ACT composite of 29 with a high school GPA of 3.65 or higher; an ACT composite of 28 or higher and a high school GPA of 3.8 or higher. A high school class ranking within the upper 10% is also required.

### Section 2

Each student applying for membership must submit the Freshman Online Application by February 1<sup>st</sup> before their freshman year. Approval of these forms by the Honors Council, which is made up of a faculty member from each college, a student representative, the Honors Director, the Honors Council President, and the Dean of Enrollment Management, authorizes membership.

### Section 3

Any transfer student desiring to become a member of the program must submit meet all freshmen requirements. Additional paperwork as outlined in the handbook must be sent to the Honors Director.

### Section 4

To maintain membership each student must complete a minimum of 12 credit hours per semester, retain a minimum GPA of 3.25, successfully complete required Honors courses, and maintain exceptional attendance and participation in required Honors events.

### Section 5

In each student's junior and senior years he/she will work with a faculty member within his/her major area of study on a Senior Thesis or a Scholarly Activity selected by the student. This provides six credit hours towards his/her major. The student's thesis or activity will be presented in an Honors seminar during the student's senior year.

## Section 6

Any student failing to meet the specified requirements will be placed on probation the following semester. Permanent expulsion from the program will result if requirements are not met during the probation semester.

## Section 7

Attendance at monthly meetings is required. Failure to attend meetings and events may result in disqualification in an executive board election.

# ARTICLE II: VOTING

## Section 1

Each member will be entitled to one vote in all proceedings within the program.

## Section 2

A majority of all votes will be required to commence action.

## Section 3

Election of President, Vice President, Secretary, and Treasurer will be determined by a secret ballot.

## Section 4

The residing Honors President will determine the voting method for all other business decisions.

## Section 5

In the event of a tie, the floor will be open for discussion and a revote will occur. If a majority vote cannot be reached, the motion will be brought before the executive board and the Honors Director where a decision will be reached by majority vote.

# ARTICLE III: EXECUTIVE BOARD

## Section 1

The executive board of the Honors Program will consist of a President, a Vice President, a Secretary, a Treasurer, an Honors Council Representative, and a Senator for Northeastern Student Government Association (NSGA).

## Section 2

To be eligible to run for President, Vice President, Secretary, or Treasurer the student must apply or be nominated and fill out an application at the meeting before the election. If the student is not in good standing according to the Honors Programs regulations or he/she does not have an exceptional attendance record, he/she may not be eligible to run.

## Section 3

The President, Vice President, Secretary, and Treasurer will be elected by majority vote during the last meeting in the spring semester and will serve a one-year term.

## Section 4

The Honors Director will appoint the Honors Council Representative.

## Section 5

The senator will be appointed by the presiding President with unanimous approval of the executive board and the Honors Director. If a unanimous vote cannot be reached, the Honors Director will approve or disapprove the candidate. If the candidate is approved he/she will be the Senator, if he/she is disapproved, the President will provide a new candidate and repeat the procedure.

## Section 6

No officer in the executive board will serve more than two terms in the same position.

## Section 7

The President will preside at all Honors meetings and executive board meetings, oversee the executive board, and perform any duties that pertain to the office of President.

## Section 8

The Vice President will manage committees, preside at meetings in the absence of the President, and perform any duties that pertain to the office of Vice President. In the event that the President is unable to perform his/her duties, the Vice President will automatically accede to the Presidency. In such a case, the office of Vice President will be immediately filled by special election.

## Section 9

The Secretary's responsibilities consist of recording each committee's monthly reports, recording attendance at all Honors events, keeping minutes at all Honors meetings and executive board meetings, and performing any other duties that pertain to the office of Secretary.

## Section 10

The Treasurer will oversee finances of the Honors Program Student Organization, keep accurate financial records, and perform any other duties that pertain to the office of Treasurer.

## Section 11

The Honors Council Representative will be responsible for attending meetings of the Honors Council, serving as a liaison between Honors College Students and the Honors College Faculty/Administration, and any other duties that pertain to the office of Honors Council Representative.

## Section 12

The Senator will be responsible for attending weekly NSGA meetings, reporting to the executive board, reporting at the Honors meetings, and any other duties that pertain to the office of Senator.

## Section 13

All members of the executive board must attend all scheduled Honors meetings and executive board meetings. If at any time any member of the executive board does not perform his/her duties adequately or loses good standing within the Honors Program the Honors Director may relieve him/her of his/her duties.

## Section 14

If any member of the executive board, excluding the President, is unable to perform his/her duties, his/her position will be filled by the original procedure for that position, election or appointment.

# ARTICLE IV: COMMITTEES

## Section 1

Each member of the Honors Program will serve on one of the five committees, which are as follows: Fundraising, Newsletter, Study Abroad, Scrapbook, and Social.

## Section 2

Committees will convene two weeks prior to a scheduled Honors Program meeting and submit a report of their meeting to be approved by the executive board and the Honors Director.

## Section 3

Each committee will have a chairperson. The chairperson will be responsible for calling all committee meetings, taking attendance, and providing a report of the committee's discussions and decisions. The chairperson will be an elected upperclassman.

## Section 4

If at any time a chairperson does not perform his/her duties adequately or loses good standing within the Honors Program the executive board may relieve him/her of his/her duties and appoint a new chairperson with the approval of the Honors Director.

## Section 5

New committees will be formed at the discretion of the executive board and with the approval of the Honors Director.

## ARTICLE V: RATIFICATION

### Section 1

This Constitution will be amended according to a majority vote of the Honors Program.

### Section 2

Ratification of this Constitution will occur with a majority vote of the Honors Program.