A. CONSTITUTION

The UND Honors Program was founded in 1961 by a vote of the University Senate and under the guidance of President George Starcher. Established “to encourage, to challenge and to press the gifted undergraduate toward genuine academic accomplishment and the realization that education is a continuing process,”¹ the Honors Program is an interdisciplinary academic program that serves motivated, high-achieving students from every college on the UND campus. The Honors Program is a four-year major Program, with its own full-time faculty, that reports directly to the Provost and is overseen by an Honors Committee whose members are selected by the University Senate.

B. MISSION, VISION, and VALUES

Mission:  
Gathering engaged faculty and students from across campus, the UND Honors Program creates a holistic learning community that cultivates the next generation of citizen-scholars from today’s exceptional students.

Vision:  
The Honors Program will be recognized as a leader in cultivating the next generation of solution-oriented, critical, and creative thinkers with the knowledge, skills, abilities, and commitment to have a positive impact on the world around them.

Philosophy and Core Values:  
The Honors Program is committed to providing a quality, interdisciplinary undergraduate education that helps students develop their ability to think critically and to communicate well in a variety of contexts. Honors creates a collaborative learning community that emphasizes active learning, intellectual exploration, and civic engagement to provide motivated, high-achieving students a holistic educational experience. The Program bases our academic and extracurricular activities around Six Program Goals: Thinking, Scholarly Inquiry, Writing, Speaking, Perspective, and Civic Engagement. In so doing Honors serves as the North Dakota University System’s premier interdisciplinary major, and the most holistic four-year program in the State. Honors contributes to the Public Good by preparing undergraduate students to become conscientious and productive members of their communities, to engage in life-long learning, to enhance their sensitivity to cultural diversity, to behave ethically, and take responsibility for their actions. Furthermore, Honors is also committed to the creation of new knowledge through a sustained program of basic and applied undergraduate research.

¹“A Four-Year Honors Program at the University of North Dakota in the Colleges of Science, Literature and Arts, Education and Business Administration” (p. 1). Document quoted in History of the University of North Dakota Honors Program, A Thesis submitted to the UND Honors Program Committee, 1976.
C. ORGANIZATION

I. Program Director

a. Hiring

The Honors Director is hired by the President of the University upon the recommendation of the Vice President for Academic Affairs and Provost. In consultation with the Honors Committee, the Director shall advertise for, interview, and hire Honors faculty and other instructors as necessary.

b. Duties

The Director is responsible for the general administration of the Department and the representation of Departmental interests. Duties of the Director include:

- Provide leadership in coordinating Honors initiatives across campus;
- Teach courses in the Honors Program;
- Recruit, retain, advise students;
- Develop curriculum in coordination with academic departments;
- Administer the program budget;
- Appoint & supervise instructional and office staff;
- Foster the development of an active learning community with the Honors Program including the Honors residence hall wings;
- Coordinate undergraduate research and Senior Honors Thesis programs, and;
- Coordinate annual program review, assessment of student learning, and strategic planning.

II. Committees

a. Executive Committee

The Honors Executive Committee shall consist of the Honors Program Director and Associate Director. This committee shall serve as the administrative arm of the Honors Program and implement and execute the policies developed by the General Committee and reviewed by the Honors Committee.

b. General Committee

All full- and part-time Honors faculty, hired by the Director, shall be members of the General Committee. Led by an executive team of the Honors Program Director and Associate Director, the General Committee shall meet at least semi-weekly during the Fall and Spring semesters during the academic year. The General Committee shall be responsible for developing general policy and guidelines for the Honors Program, teaching Honors courses, and helping administer the program. A quorum being necessary for the conduct of business shall
be a simple majority of all faculty in the Department in a given semester. A majority of those present and voting shall be sufficient to adopt policy on behalf of the Department.

c. **Honors Committee**

The Director, all full-time faculty within the Department, nine (9) UND faculty from outside Honors (chosen by the University Senate), and eight (8) Honors students shall be members of the advisory Honors Committee. In addition to advising the General Committee on policy, Mission, and Vision, the Honors Committee, in consultation with the Director, shall review Sophomore Honors Portfolios for the Program and serve on undergraduate Senior Honors Thesis committees and other subcommittees as needed.

Terms for non-Honors faculty appointed to the Honors Committee by the University Senate run three years and are repeatable. Student terms are one academic year. Ex-officio terms for Honors faculty run concurrent with their position in Honors. Per University Senate rules, a minimum quorum of 33% of voting members is required for committee meetings to conduct business, but the Honors General Committee has set as its target a minimum of 50% of members present for business to be conducted. The committee meets at least once per semester to conduct business and may advise the Director via email or special ad hoc meetings as necessary. *See Appendix A.*

d. **Student Application and Tuition Waiver Review Committee**

Whereas the Honors Program has an application process that potential Honors students must pass in order to be admitted in the Program, all applications will be reviewed by three faculty, two of whom must be full-time. This group will make decisions on acceptance or non-acceptance for each application.

Upon acceptance into the Program, applicants will be considered for a partial tuition waiver from Honors. Three faculty, two of whom must be full-time in Honors, will convene to award a limited number of waivers to top applicants, who must take an average of 3 Honors credits per semester to remain eligible for the waiver. *See Appendix B.*

e. **Senior Honors Thesis Committees**

As part of the Honors major, students are required to complete a 9-credit Senior Honors Thesis during their senior year. Students whose Senior Honors Thesis application has been accepted by the Director will be assigned a Thesis Committee. The Thesis Committee will consist of the student researcher, a Thesis Chair chosen by the student
Each Thesis Committee is responsible for meeting regularly throughout the duration of the project to help the student design the project in question, offer direction on research practices/methods, provide useful feedback on thesis drafts, and assess the completed project. Faculty members of thesis committees will each submit, upon completion of a thesis project, a grade recommendation to the Director five (5) work days in advance of noon on the final grade submission day during the student’s final semester. In the event of faculty disagreement in the recommended grade, the Program Director will assign the thesis to a third faculty member of the Honors Committee for review. See Appendix C.

f. Academic Grievance Committee

Two full-time faculty members and one student selected by Honors Committee shall constitute the Academic Grievance Committee. The committee shall hear complaints from students about an academic circumstance in the Department (such as grading, quality of instruction, classroom conduct of peers/faculty) which is thought by the student to be unfair or inadequate.

Students are first expected to seek informal resolution of such grievances by discussing the problem with the faculty member. If the grievance is not resolved at this stage, the student may ask the Director to speak with all parties in question and ascertain whether an informal solution is possible. If any party disagrees with the recommendation from the chair, the Academic Grievance Committee will hear the grievance.

The academic grievance process for the Honors Program shall comply with the standards and procedures outlined in the University’s Code of Student Life and students have the right of appeal for academic grievances as outlined in the Code of Student Life. See Appendix G.

g. Ad Hoc Committees

The Program Director shall appoint Ad Hoc Committees, in consultation with the Honors Committee, whenever the Director shall deem such committees necessary.

III. Curriculum

a) Honors Courses
The Honors Program offers both in-house courses listed in the course catalog under the HON prefix and offers Honors sections of departmental university courses (e.g., English 110, Psyc 111). In consultation with the General Committee, the Director develops first-year seminars and other in-house “colloquia” from semester-to-semester and collaborates with other departments on their desire/ability to offer Honors sections of departmental courses or intra-departmental courses each semester. All courses must be small sections (typically 18 or fewer students); interdisciplinary in nature; and based on reading, writing, and discussion-centered pedagogy (very little “lecturing”). Course proposals that fall outside of this design are unlikely to be considered.

The Honors Program Offers:

**Honors First Year Seminars and Programmatic Courses**

Honors offers a series of First Year Seminar courses (Hon 101, 102, 103) required of our students in their first year. These courses count toward students’ major and minor credits as “general” courses. Honors also offers non-colloquia, one-credit upper-level programmatic courses that count toward students’ major, including Hon 395 (“Prospectus Development”) and Hon 250 (“Sophomore Honors Portfolio”).

**Honors Sections of University Courses**

Honors offers a series of Essential Studies course sections reserved for Honors students but housed in the departments providing instruction in the courses. Examples include Engl 110, Psyc 111, Comm 110, and Biol 150/L.

**Honors Colloquia and Intra-Departmental Courses**

Upper-level courses in Honors are our Honors “colloquia.” Students must take 8 colloquia to graduate with an Honors major. Honors also occasionally offers intra-departmental courses with other departments that count as Honors colloquia.

**Miscellaneous Honors Credits**

Students can earn Honors major/minor credit in other ways as well, including via Integrated Studies, Study Abroad, Independent Study, and Honors Mode. See section C.IV.b. below.

**Thesis Credits**
Students pursuing a senior Honors Thesis must take a total of 9 thesis credits. They may earn these credits through the Honors Thesis credits Hon 489, departmental thesis credits (e.g., Biol 489), or recurring departmental courses that directly contribute to the student’s specific thesis project (e.g., an independent study in a department related to the thesis topic or other departmental course dedicated to the thesis topic in question, for example Norw 433 "Norwegian Literature"). Students will not be allowed to register for thesis credits until both their Thesis Application and Memorandum of Agreement have both been completed and submitted to the Honors Program. See appendix H

b) Sophomore Honors Portfolio

To gain full admission to the Honors Program, students must prepare and submit to Honors a portfolio of their best college-level work by the end of their sophomore year (or by the end of the semester following admission to the Program, whichever is later). By use of this portfolio, the Honors Committee seeks to ensure that all who continue in the Program have interests, needs, and abilities that match the educational goals of Honors, a program that emphasizes interdisciplinary studies, independent work, and undergraduate research. To submit the portfolio, students must have at least 9 Honors credits (at least one of which is colloquium) and an institutional GPA of 3.2.

SHPs are submitted to Honors and read by at least two members of the Honors Committee, who recommend either an “accept” or “revise and resubmit” vote on the portfolio based on its overall quality and adherence to the 6 Honors Program Goals. In the event of a split vote, the portfolio goes to a third reader from the Honors Committee. Students may resubmit portfolios once. Students whose portfolios are not accepted by the committee twice cannot continue in the Program. Students wishing to gain full admission to Honors who fail to submit their SHP on time, without prior departmental approval, will be considered not in good standing with the Program and considered on a case by case basis. See Appendix I

c) Senior Honors Thesis

Students wishing to graduate as “Scholars in the Honors Program” and/or earn an Honors major must complete a 2-semester, 9-credit Senior Honors Thesis. To begin the thesis process, students must have a minimum 3.2 institutional GPA, have successfully submitted their Sophomore Honors Portfolio, and be of at least Junior status (60+
credits). Thesis credits are listed in the UND Academic Catalog as HON 489 (1-9 cr.). Hon 395, 391: Thesis Writing, and other relevant coursework can also count toward the 9-credit thesis requirement.

Several other departments have adopted, in their course offerings, a senior-level 489 course (e.g., Biol 489, Psyc 489) that mirrors Hon 489 for students developing a Senior Honors Thesis. Students may take these courses in consultation with the Honors Program to complete their Senior Honors Thesis. The “Departmental Senior Honors Thesis” is open to non-Honors students as well, but does not result in an Honors major. To begin the thesis process, students must have a minimum 3.2 institutional GPA, be of at least Junior status (60+ credits), and developed a project summary/prospectus accepted by a faculty member from the department in question.

To facilitate the completion of Senior Honors Theses across colleges, Articulation Agreements have been established to allow students to use their Senior Honors Thesis credits from departments outside Honors as their departmental capstone course. See Appendix H.

IV. Program Policies

a. Admission and Continuation Requirements

Students must apply to the UND Honors Program independent of their UND application. Students accepted into the Program may participate in Honors throughout their undergraduate career to earn Essential Studies credits or, additionally, to earn a BA or BS degree in Honors. To continue in Honors students are required to maintain an institutional GPA of 3.2 or higher and to submit a Sophomore Honors Portfolio by the end of their sophomore year (and have the portfolio accepted by the Honors Committee).

b. Degree Requirements

An Honors major requires that students complete a minimum of 24 credits:

1. At least 15 credits of Honors coursework, eight of which must be taken as colloquia, including Hon 272, 291, 292, 293, 372, 381, 382, 391, 392, or 393. (Note: At least 4 colloquia credits must be completed within the program.) Honors sections of courses offered by other departments may also count for the remaining portion of the 24 credits. Students can also earn Honors credits for outside coursework (see below), but at least eight credits of
coursework must be completed through courses within the program. Additional ways to earn Honors credit include:

i. Study Abroad

The Honors Program grants students 3 Honors colloquium credits for every semester of study abroad completed with a grade “B” or better, up to 6 credits.

ii. Independent Study

Honors houses an Independent Study option (HON 399, 1-4 cr.) that students develop in cooperation with a UND faculty member (faculty need not be Honors faculty). Complete Independent Study credits count as Honors colloquia. See appendix J.

iii. Intra-Departmental Colloquia

Honors also can allow courses with other departments that fit the Honors model (interdisciplinary, reading/writing/discussion-based, small class size) to count as Honors colloquia (E.g., Anth 209 “special topics” or Phil 251 “Ethics in Healthcare”).

iv. Transfer Credit

Students transferring into UND are encouraged to apply to the Honors Program. Transfer students accepted into Honors may be awarded up to 3 general or colloquium credits toward the Honors major, contingent upon review of the student’s transcript. Transfer students are still required to submit to the Honors Program their Sophomore Honors Portfolio by the end of the first full semester at UND, and complete a Senior Honors Thesis should they pursue an Honors major.

v. Honors Mode

Students may use the 1-credit “Honors mode” (Hon 301) to add a credit to a non-Honors course for one Honors credit. The course in question will determine whether or not the credit will be accepted as “colloquia” credit or miscellaneous Honors credit.

vi. Miscellaneous Honors Credit

Honors First Year Seminars and “General” Courses
Honors offers a series of First Year Seminar courses (Hon 101, 102, 103) required of our students in their first year. These courses count toward students’ Honors major and minor credits as university Essential Studies courses. Honors also offers non-colloquia, one-credit programmatic courses that count toward students’ major, including Hon 395 and Hon 250.

Honors Sections of General University Classes

Honors offers a series of course sections of general university classes reserved for Honors students but housed in the departments providing instruction in the courses. Examples include Engl 110, Psyc 111, Comm 110, and Biol 150/L. These courses follow the Honors teaching model and count for “general” Honors credit.

Integrated Studies

The Honors Program grants students 3 Honors general credits for every semester of Integrated Studies students complete, up to 6 credits.

Transfer Credit

Students transferring into UND are encouraged to apply to the Honors Program. Transfer students accepted into Honors may be awarded up to 3 general or colloquium credits toward the Honors major, contingent upon the student’s transcript. Transfer students are still required to submit to the Honors Program their Sophomore Honors Portfolio by the end of the first full semester at UND, and complete a Senior Honors Thesis should they pursue an Honors major.

Honors Mode

Students may use the 1-credit “Honors mode” (Hon 301) to add a credit to a non-Honors course for one Honors credit. The course in question will determine whether or not the credit will be accepted as “colloquia” credit or miscellaneous Honors credit.

2. Acceptance by Honors Committee of the student’s Sophomore Honors Portfolio (SHP), submitted upon completion of nine Honors credits.

3. 9 Senior Honors Thesis credits, to be taken over a minimum of two semesters.
Note: Per University Senate policy, Honors Program requirements satisfy the University’s core Essential Studies requirements.

c. **Honors Minor**

Coming…

d. **Tuition Waiver Procedure**

Students receiving an Honors Program Tuition waiver shall comply with the following requirements for each semester they receive the waiver:

- cumulative institutional GPA
- Grade of B or higher in all Honors courses
- Completion of 12 credits per semester at UND
- Completion of at least one Honors class per semester, generally 3 credits
- 12 hours of approved service-learning, a satisfactory critical analysis, and required service-related activities each semester
- Meeting with an Honors advisor each semester
- Adequate progress through the Honors Program

If a student fails to meet the requirements, the Tuition Waiver Deficiency Procedure (Appendix D) will be followed. The student will be given 20 business days following notification of cancellation of the waiver to appeal the decision using the Tuition Waiver Petition Form (Appendix E) and the Tuition Waiver Petition Verification Form (Appendix F).

e. **Academic Grievance**

Students who feel they have been treated unfairly by the Honors Program or one of its instructors in an academic circumstance (such as grading, testing, or quality of instruction) are entitled to file an academic grievance. The grievance procedure in Honors is outlined in Appendix G below. See also section IIIa-2 of the Code of Student Life.

f. **Amending Bylaws**

Program bylaws outlined in this document may be amended by a majority vote of the General Committee present at a meeting of the committee as described in section C.II.b. Any proposed amendment shall be circulated to each member of the General Committee at least 10 days prior to the meeting. The amendment will then be presented to the Honors Committee for discussion and review.
D. Faculty/Staff Evaluation

I. Purposes

Faculty and staff shall be informed at the time of their initial appointment of the criteria for evaluation and objectives set by the Department. Faculty and staff shall also be informed whenever there is a change made in those criteria and objectives by the Department. Faculty evaluation will be conducted by the Program Director. The purposes of evaluation in the Honors Program are:

a. to improve the quality of faculty and staff in the Honors Program.

b. to keep the Department’s curriculum, instruction, recruitment, and special projects with the scope of its Mission, Vision, and Values, and the Mission and Vision of the University.

II. Criteria of Evaluation

a. Teaching

In evaluating a faculty member’s teaching effectiveness, the Department will consider the Director’s assessment and student evaluations of the faculty member’s effectiveness primarily in lecture classes, discussion groups, and seminars.

The evaluations may include in-class activities, activities surrounding classroom instruction such as class preparation, syllabi, etc., and activities beyond the classroom such as advisement and overall concern for teaching effectiveness. The quality of instruction shall be evaluated in the following areas: respect for students, attention to the interdisciplinarity of the Program, careful preparation, effective communication, and continuing professional growth.

b. Service

The Department will consider service to the University and community through committee positions, participation in community organizations, and presentations before University and community. The quality of service will be evaluated in the following areas: active participation in and support for the governance of the Honors Program and its mission, participation of University committees, academic and career advisement of students, and service to national, state, and local communities through advisory positions, speeches, and other activities.

c. Administration and Other Duties Described
Faculty adherence to other duties described in individual contracts (e.g., program administration, publications, and research grants awarded) will be considered in annual evaluations as appropriate.

d. **Expectations**

Honors Program faculty are expected to make contributions in the areas of teaching, administration, and service as well as make a commitment to the mission of the Department and the University. Considering these three categories, the Department places the highest priority on teaching; the priorities for the remaining two categories—administration and service—are determined by the individual faculty member in consultation with the Department, particularly through the Director. However, each member of the Department is expected to demonstrate accomplishments in both areas. Thus, minimally all full-time faculty will be evaluated for their contributions in teaching, program administration, and service consistent with their specific job description. Under special circumstances, such as released time for research, the policy described above may be altered for the individual faculty member.

III. **Procedure for Evaluation**

Evaluations shall be conducted by the Director in accordance with the schedule for evaluations as directed by the University of North Dakota and these Rules of Governance. Additional evaluations of faculty may be undertaken if conditions warrant as expressed by the Director.

a. **Timeliness**

Evaluations shall be conducted in a timely manner in accord with schedules directed by the University and these Rules of Governance.

b. **Notification**

Faculty members to be evaluated will be notified at least one week in advance that an evaluation is to begin, be given a written report within two days of the completion of the evaluation, and be given one week to respond to the evaluation.

c. **Means of Evaluation**

(1) **Director Evaluation.** In evaluating a faculty member, the Director may:

   (i) Examine faculty academic forms, faculty activity forms, and other materials pertinent to the evaluation.

   (ii) Analyze evaluations and comments made by students.
(iii) Review the syllabi, assignments, and other materials used by the faculty member.

(iv) Consider the observations and information gained by colleagues in discussions with the faculty member.

(v) Review documents and forms submitted by the faculty member as required by the University (incompletes, change of grade, midterm deficiencies, final grade sheets, etc.).

(vi) Read any written material, published works, material submitted for publication, conference papers, prepared reports, speeches, etc. which are pertinent to the evaluation.

(2) Student Evaluation. Students may participate in the evaluation by filling out evaluation forms and through interviews with the committee conducting the evaluation.

d. Written Report

(1) Materials. A written report shall contain a list of materials, sources, and documents used in the evaluation, and copies of all materials, sources, and documents which are not of a confidential nature.

(2) Evaluation. The Director shall summarize the evaluation of the faculty member.

(i) Suggestions. The Director should make suggestions which may lead to an improved performance on the part of the faculty member evaluated.

(ii) Recommendation. The written report shall make a clear statement with regard to the recommendations as regards the purpose for the evaluation.

(3) Access. The faculty member being evaluated shall receive a written copy of the evaluation. The faculty member shall have access to all information and documents used in the evaluation.

(4) Disposition of Documents. In the evaluation the Director and committee shall take care to provide for appropriate use, confidentiality and disposition of all evaluation documents. As custodian for the Department, the Director shall collect and maintain appropriate materials and files consistent with these Rules of Governance and the University rules on the confidentiality and disposition of evaluation documents.

e. Appeals
(1) Should any difficulties arise from the report, faculty members should seek to resolve these differences by meeting with the Director.

(2) If the difference cannot be resolved within the Department, faculty members may, at their initiative, exercise an appeal to the Honors Committee or appropriate University organs.

IV. Evaluation for Tenure

The Honors Program does not offer faculty Tenure at this time.

E. Guidelines for Developmental Leave

I. A Department member applying for leave shall be responsible for following all relevant University guidelines posted in Faculty Handbook. See Section III.10.1 (Developmental Leave).

II. Should the need for it arise, a Developmental Leave Committee shall consist of all members of the General Committee. The person applying for leave shall be expected to recuse his/herself from the Committee’s vote.

III. The Department member applying for leave shall provide the Director and Developmental Leave Committee with a plan for meeting his/her responsibilities during his/her absence.

IV. The Developmental Leave Committee shall consider applications. Endorsement shall be based on the following criteria (not necessarily in this order):

(a) The proposal meets all University and NDUS guidelines
(b) Availability of institutional resources to accommodate the faculty member's absence
(c) Seniority of faculty member
(d) Time elapsed since prior developmental leave, number of instances of Developmental leave, and prior requests for Developmental leave that were not accommodated
(e) Quality of proposal and its likelihood to result in scholarly activity that furthers the faculty member's scholarly agenda and maintains or enhances the Department’s resources and/or reputation
(f) Impact of faculty member's absence on the Department’s curriculum
(g) Presence or absence of external funding to support the member during leave year
(h) Fit of project to length of developmental leave.
V. The Developmental Leave Committee shall endorse or not endorse Requests based upon the above criteria.

VI. In the event a faculty member’s application is not endorsed by the Developmental Leave Committee, that faculty member will receive a written explanation from the Committee.

VII. In the event the request for developmental leave is approved, the Department shall take the following measures to accommodate student needs regarding required courses.

(a) Contingent on funding, the Department will attempt to hire a full-time replacement faculty member on a temporary contract to cover the courses of the faculty member on leave.

(b) Contingent on funding, the Department will attempt to hire instructors on a course-by-course basis to cover the courses of the faculty member on leave.

(c) If the above alternatives are not possible, the Department will attempt to cover courses using existing resources.

(d) Should the Department be unable to cover courses using existing resources, the Director, in consultation with the General Committee, will develop criteria for students to replace required courses with elective courses offered by this Department or others departments in the University.

F. Financial Exigency

In the event of financial exigency to the Department and/or University resulting in deprivation to the faculty members, and where discretion is left to the Department, decisions shall be made by the Director.
APPENDICES

Appendix A
(pages 29-30 of University Senate Committee Manuel)

SENATE HONORS PROGRAM COMMITTEE

The Honors Program is open to undergraduate students in any College or Major at UND. The program serves motivated students by enhancing undergraduate education through classes and co-curricular activities, including the Senior Honors Thesis.

Purpose: To provide faculty oversight of the University Honors Program by formulating policy, advising the program, establishing standards, evaluating the success of the Program, assessing Sophomore Honors Portfolios, and serve on Senior Honors Thesis Committees.

Membership - 21 Total Members:
Faculty (nine)
Honors Program Director (one)
Honors Faculty (three)
President of the Honors Program Student Organization (one)
Students of the Honors Program (seven, with at least one first-year Honors student)

Term:
Faculty - three years, renewable
Honors Director - term concurrent with office
Honors Faculty - term concurrent with position
President of the Honors Program Student Organization - term concurrent with office
Students of the Honors Program--one year, renewable terms

Selection:
Faculty - one-third elected each year by the University Senate in April and assuming responsibilities May 1.
Honors Director - ex-officio
Honors Faculty - ex-officio
President of the Honors Program Student Organization - ex-officio
Students of the Honors Program - recommended by the Honors faculty based on perceived ability to evaluate Honors Program goals.

Functions and responsibilities:
Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume responsibility for the following:
1. Address issues regarding the Honors Program.
2. Provide assistance, oversight, review and approval in formulating and setting program policy;
3. Advise and assist students completing their Senior Honors Thesis;
4. Provide oversight, review, and assistance to colleges and departments in the development of special programs of honors study that fall outside the Honors Program.
5. The Director, Honors faculty, and appropriate subcommittees will:
   a. Evaluate prospective Honors students for tuition waivers;
   b. Review applications, interview candidates, and recommend hiring of new Honors faculty;

Revised May 2014
c. Serve on subcommittees as needed, i.e., grievances, etc.;
  d. Recommend for approval graduation of senior students on the basis of
     the Director’s and the Committee’s evaluation;
  e. Work with department chairs and deans in making suitable adjustments in
     curricula and faculty loads.

Report to Senate: Prepare an annual report which addresses each function and
responsibility and submit it to the senate secretary two weeks before the
October Senate meeting.

Source of Information: University Senate Minutes – December 7, 1967
University Senate Minutes – November 3, 1966
University Senate Minutes – March 2, 1967
University Senate Minutes – May 4, 1972
University Senate Minutes – May 3, 1973
University Senate Minutes – March 5, 1981
University Senate Minutes – March 4, 1999
University Senate Minutes – November 7, 2013
University Senate Minutes – December 5, 2013
Appendix B

New College Student Application

This Honors Application is for students who HAVE NOT earned college credit AFTER graduating high school (regardless of college credit earned during high school).

First Name*                   Middle Name                   Last Name*
Address*                     City*                           State*                   Zip Code*
Email Address*               Confirm Email Address*
Phone Number*                UND Student ID# (if known)
Date of Birth (MM/DD/YYYY)*   Semester Entering Honors [DROP DOWN OPTIONS: Fall 2015, Spring 2016]*
High School GPA (unweighted)*
Class Rank _______ out of _________
High School Name*
ACT Scores
   English
   Math
   Reading
   Scientific Reasoning
   Composite
SAT Score
List any Honors / AP / Advanced Classes Taken
Most Significant High School Awards / Accomplishments (Be selective.)*
Civic Engagement Experience (Include only significant commitments, and list the nature and extent of your involvement.)*
Possible Majors / Areas of Interest*
Attach an essay response to the following prompt, up to 750 words. (PDF or Microsoft Word preferred.)*

   Honors is a stimulating community in which engaged faculty and students come together to explore their curiosities, ponder concepts, and share their discoveries. Describe an experience or idea that you find intellectually exciting and explain why.

Revised May 2014
Appendix C

HONORS THESIS APPLICATION

Note: Submit this form, together with three copies of a prospectus that describes the thesis project, to the Honors Program Office, Rm. 7, Robertson/Sayre (FOUR copies necessary if student includes "optional committee member").

Name of Student ___________________________________________ EMPLID ____________________

Local Address __________________________________________ Local Phone # _________________

Email Address __________________________________________

College ____________________ Degree ______ Major ___________ Date of Grad _____________

Credits completed __________ GPA __________ I am a full member of the Honors Program_____yes _____no

Thesis Title ________________________________________________________________

__________________________________________________________________________

A. Departmental/College Approval (not required for students who are full members of the Honors Program)

Permission is granted, under the conditions set forth in the University Catalog, for the applicant to complete this project.

Department Chair __________________________________________________________ Date __________

Signature

Academic Dean __________________________________________________________ Date __________

Signature

B. Faculty Approval

1. Thesis Chair (chosen by the applicant and required for the project to be approved)

I have read and approved the attached prospectus and agree to serve as chair of the project.

Thesis Chair Signature ___________________________________________ Date __________

Signature

Thesis Chair ___________________________ Dept. ___________ Phone ________________

Print Name

E-mail Address ________________________________________________________________

2. Optional Committee Member (chosen by the applicant, if so desired; a committee member is not required for the project to be approved, except for psychology theses)

I have read and approved the attached prospectus and agree to serve on the committee:

Optional Member Signature ___________________________________________ Date __________

Signature

_____________________________ Dept. ___________ Phone ______________

Print Name

E-mail Address ________________________________________________________________

C. Honors Contact (completed by the Honors Office upon receipt of the application)

Honors Contact ___________________________________________ Dept. ___________ Phone ______________

Revised May 2014
HONORS THESIS MEMORANDUM OF AGREEMENT

Note: After the thesis committee has met and completed the Memorandum of Agreement, submit the form to the Honors Program, Box 7187, Robertson/Sayre Hall Rm. 7 -- Fax: 777-2365.

Section A: To be completed by the applicant

Name of Student _____________________________________________________________ EMPLID ___________________

E-mail Address _____________________________________________________________ Local Phone # __________________

Thesis Title

________________________________________________________________________________________

Section B: To be completed at the Thesis Committee meeting

_____ The project, as described in the attached prospectus, has been approved without modifications or stipulations; or

_____ The project, as described in the attached prospectus, has been approved with these modifications or stipulations:

Thesis Credits (a total of 9 credits over a minimum of two semesters, but may include previous coursework)

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<tr>
<th>Course</th>
<th>Credits</th>
<th>Semester</th>
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Work to be completed (or already completed) for these credits:

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</table>

Applicant Agreement

- I understand and agree to the suggested revisions of this project. I understand that any research involving human subjects must be approved by the IRB.
- I will regularly check the e-mail address listed above for information regarding the thesis and will notify the Honors Program of any address or telephone number changes.
- I agree to meet regularly (at least once every 2 weeks) with my thesis chair and communicate with my committee as needed.
- I will meet all requirements and deadlines as specified in the Honors Thesis Checklist.
- I will notify my thesis committee and the Honors Office in writing of any changes to the project and will submit a new Memorandum of Agreement Form to the Honors Program as needed.
- I will participate in the Honors Undergraduate Research Conference on the date set by the Honors Committee. (Students unable to participate must contact the Honors Program for petition information.)

Applicant Signature _________________________________________________________ Date ____________

Thesis Chair Signature ________________________________________________________ Date ____________

Honors Contact Signature _____________________________________________________ Date ____________

Optional Committee Member Signature __________________________________________ Date ____________

Section C: To be completed by a department outside of Honors if thesis credits as outlined above will be taken as senior thesis credits (489) in that department (for example, Psychology 489)

Department Chair Signature ____________________________________________________ Date ____________

Section D: To be completed by the Honors Office after submission of the form to the Honors

Honors Director Signature _____________________________________________________ Date ____________

Revised May 2014
Appendix D

Tuition Waiver Deficiency Procedure

- While more minor deficiencies can result in probation instead of cancellation, more than 2 such deficiencies within one semester can result in cancellation of tuition waiver.
- Students can be granted probation only once. Future deficiencies of any nature result in immediate cancellation of the tuition waiver.

<table>
<thead>
<tr>
<th></th>
<th>Email Warning</th>
<th>Probation for Upcoming Semester (2 deficiencies max.)</th>
<th>Cancellation of Future Semesters’ TW</th>
<th>Removal of Previous Semester’s TW</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2 cumulative institutional GPA</td>
<td></td>
<td>GPA can be restored to 3.2 in the upcoming semester</td>
<td>GPA is too low to raise to 3.2 in one semester</td>
<td></td>
</tr>
<tr>
<td>Grade of B or higher in all Honors courses</td>
<td></td>
<td>Student received a C or lower in an Honors course</td>
<td>Student received a C or lower in multiple Honors courses</td>
<td></td>
</tr>
<tr>
<td>Full-time enrollment at UND</td>
<td></td>
<td>Student did not complete 12 credits in previous semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 hours of approved service-learning, a satisfactory critical analysis, and required service-related activities each semester</td>
<td>Student failed to follow requirements fully, corrected upon notification</td>
<td>Student made a good-faith effort to complete all service requirements by deadlines, requested and received an extension, completed requirements</td>
<td>Student did not complete the service requirement, even with the possibility of an extension</td>
<td></td>
</tr>
<tr>
<td>Completion of at least one Honors class per semester, generally 3 credits</td>
<td>Student has taken &lt;3 credits multiple semesters; no modified academic plan approved</td>
<td>Student failed to enroll in additional credits for upcoming semester after written warning; no modified academic plan approved</td>
<td>Student failed to maintain adequate progress and did not request or receive an extension on timeline</td>
<td></td>
</tr>
<tr>
<td>Meeting with an Honors advisor each semester</td>
<td></td>
<td>Student met with Honors advisor after the communicated deadline</td>
<td>Student did not meet with an Honors advisor</td>
<td></td>
</tr>
<tr>
<td>Adequate progress through the Honors Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised May 2014
Tuition Waiver Petition Form

A student may appeal the cancellation of the Honors Program Tuition Waiver by submitting this petition form along with any additional documentation of mitigating or extenuating circumstances, outside of her or his control, that have affected waiver eligibility.

NOTE: The following circumstances do not qualify as extenuating circumstances: Working too many hours, not understanding the Tuition Waiver Requirements, forgetting or not knowing deadlines, not reading emails sent to one’s official University email address.

Supporting documentation (Tuition Waiver Petition Verification Form) is required for all circumstances cited in your petition.

The Review Process:

- Petitions must be submitted to the Honors Program Office (Robertson/Sayre 7) or to honors@und.edu within 20 business days of notification of cancellation of the waiver.
- Submit all parts of your petition together; petitions that are illegible, incomplete, or unclear will delay the process.
- Complete petitions are reviewed by a committee within 10 business days of the date received.
- You will be notified of the review results by email to your University email address.

Last Name _____________________________ First Name _____________________________
Student ID Number ________________ Telephone Number _____________________________
University Email Address _____________________________@my.und.edu

I am submitting this petition for tuition waiver reinstatement because my waiver has been cancelled for failure to comply with the following Honors Program Tuition Waiver Requirements:

- 3.2 cumulative institutional GPA
- Grade of B or higher in all Honors courses
- Completion of 12 credits per semester at UND
- Completion of at least one Honors class per semester, generally 3 credits
- 12 hours of approved service-learning, a satisfactory critical analysis, and required service-related activities each semester
- Meeting with an Honors advisor each semester
- Adequate progress through the Honors Program

Revised May 2014
**Instructions:**
In the space below or on a separate sheet of paper,

1. Write a concise statement explaining the circumstances which prevented you from meeting the requirements specified on your signed Tuition Waiver Acknowledgement Form.

2. Describe what you have done or what changes have occurred so that the circumstances described above will not hinder your progress in future terms.

Additional external documentation (Tuition Waiver Appeal Verification Form) must be submitted to substantiate your claims. Examples include:

- Written statement from a medical or mental health professional indicating nature of illness and current health condition or copies of medical bills indicating dates involved and medical condition
- Written statement from your academic advisor, a credible professional such as a member of the clergy or a college or university official, who is involved in or aware of the situation
- An objective report of an occurrence such as a police report, legal documents, obituary, insurance damage reports for national disasters, bill for services related to an emergency, etc.

**Signature:**
All of the information submitted in this petition is true and complete to the best of my knowledge. I understand that I will receive no additional tuition waiver funds unless this petition is approved in writing by the Honors Program.

Student signature ________________________________ Date ____________________
Tuition Waiver Petition Verification Form

Student Name ___________________________________  Student ID _________________

Do not complete this form if pages 1 and 2 of the Tuition Waiver Petition Form are not completed and attached for your review. Please return all pages to the student after completing this form.

The Honors Program Tuition Waiver of the above named student has been cancelled for failure to comply with one or more of the Tuition Waiver Requirements. (See page 1 of the Tuition Waiver Petition Form.) This form is part of the student’s appeal for reinstatement of the tuition waiver.

Instructions:

In the spaces below or on a separate paper, please provide information that might be helpful during the appeal evaluation process.

1. In what capacity do you know this individual?

2. Please provide any information you have pertaining to this individual’s situation as described in the Tuition Waiver Petition Form.

Signature ______________________________________  Date _________________
Printed Name _____________________________________
Email Address _____________________________________  Phone _________________

Revised May 2014
Appendix G

HONORS PROGRAM STUDENT APPEALS POLICY

I. INTRODUCTION

The University of North Dakota Honors Program believes that providing a positive environment for students is vital to our mission. An important part of that environment is the adoption of fair and clear procedures for handling and resolving student concerns arising from academic grievances, appeals of administrative procedures, or other appeals of regulations or requirement. This section sets forth the Honors Program procedures for resolving such concerns.

II. RESPONSIBILITY AND AUTHORITY

1. Appeals may be brought by students or members of the Honors Committee to the Director or, if a conflict of interest exists, to the Associate Director. The Honors Director, or Associate Director, will have the authority to call upon faculty and students from the Faculty Senate-elected Honors Committee to act as a “Student Appeals Committee.”

2. The responsibility of the “Student Appeals Committee” is to speak for the Honors Program in matters concerning academic grievances, appeals of administrative procedures or other appeals of Honors regulations or requirements that do not fall under the jurisdiction of another committee.

3. The committee shall have the authority to change a disputed class grade or other examination/thesis grade, or require other actions as appropriate.

III. PROCEDURES

1. Three faculty members and two student members from the Honors Committee will be approved by the full Honors Committee to serve as the Appeals Committee. The committee for each academic year will be approved prior to the beginning of Fall Semester and will serve for no more than one year.

3. The committee shall have a quorum of four. Decisions shall be made by a simple majority.

4. The committee will convene only in the case of an appeal.

5. The committee will not consider grade appeals more than one calendar year following the recording of the grade with the registrar.

6. Each party in the disputed matter must accept the outcome of the appeals procedure except as noted below.

7. The committee requires that each party submit a written statement. The committee may also request each party to appear in person at their meeting.

8. All interested parties will be notified in writing of the decision of the committee, reasons for the decision, and the actions that must be taken as a result of the decision.

9. All procedures referred to above are academic processes. In accordance with the University policy on Academic Grievances as printed in the [Code of Student Life](#), any party has the right to appeal to the University Student Academic Standards committee.

Approved by Honors Committee May 8, 2009

Revised May 2014
Appendix H

Sample Articulation Agreement with UND’s Department of Biology as taken from the Biology information in the Academic Catalog (http://und-public.courseleaf.com/):

“Independent Study, Research Opportunities, and the Honors Program
Well-qualified Biology majors are urged to participate in independent studies, undergraduate research, or honors work. Normally, independent studies and research are initiated by invitation from a faculty member. Students selected for these programs usually carry out their studies in the research laboratories of the individual professors. Research apprenticeships or assistantships financed by private foundation support or faculty research grants may be available for part-time employment. The Department participates in the University Honors Program through certain interdisciplinary colloquia, by honors credit in advanced courses, and by independent studies and tutorials in advanced topics.

| BIOL 480 | Senior Capstone Seminar |

**Three credits for an accepted BIOL 489 Senior Honors Thesis can be substituted for the BIOL 480 Senior Capstone Seminar with prior approval of the thesis topic by the Chair of Biology.”

Revised May 2014
Appendix I

Sophomore Honors Portfolio
Data Sheet

We want to know as much as possible about you as a student, so please complete this form and return it with your portfolio. Since the Honors Committee needs this information, no portfolio will be evaluated without it.

Name ____________________________________________________________________

Major ___________________________ GPA _______________

• List all Honors courses you have taken and the grade received (don’t forget to include introductory courses as well as colloquium):

• Please list/describe any scholarships, academic awards, honors, organizations, athletics, etc., that you have won or been involved in. We are interested in both your on-campus and off-campus experiences/honors:

• Describe any significant job or service/volunteer experience you have been involved with since coming to college (be sure to include things you do during summer/holiday breaks):

• Since becoming a college student, have you been involved in any project(s) – academic or extracurricular – that required a great deal of time and effort and that, in some way, provided you with a valuable learning experience? If so, take time to describe, on a separate attached sheet, that project and what you gained.
Appendix J

HONORS INDEPENDENT STUDY FORM

This form is for students wishing to complete an Independent Study (Hon 399) with the Honors Program.

To begin, students must develop a 1 - 2 page project proposal wherein students describe the nature of the study, the student’s goals in undertaking this independent research, the amount of written work the student intends to complete, the texts to be used, and the course’s proposed credit hours. The proposal must then be approved by the Faculty Representative who will work with the student on this project and the Honors Program Director.

Section A: To be completed by the Student

Name of Student _____________________________________________________________ EMPLID ______________

E-mail Address ____________________________________________________________ Local Phone # ______________

Semester and year in which the Independent Study will take place: ______________________________________________

Is the project proposal attached?  Yes / No

Section B: To be completed by the Student AND the Faculty Representative

_____ The project, as described in the attached proposal, has been approved without modifications/stipulations; or

_____ The project, as described in the attached proposal, is approved with the following modifications/stipulations:

for a total of _______ credit hours (1 – 4) of Hon 399.

Applicant Agreement

- I understand and agree to the suggested revisions of this project. I understand that any research involving human subjects must be approved by the IRB.
- I will regularly check the e-mail address listed above for information regarding this independent study and will notify the Honors Program of any address or telephone number changes.
- I agree to meet regularly (at least once every two weeks) with my Faculty Representative and communicate as needed.
- I will meet all requirements and deadlines as specified in the attached project proposal.
- I will notify my UND Faculty Representative and the Honors Office in writing of any changes to the project and will submit a new Independent Study Form to the Honors Program as needed.

Applicant Signature ___________________________________________________________________ Date ______________

UND Faculty Representative (signature) _______________________________________________ Date ______________

(print name) ____________________________________________________ Dept. _______________________

Section C: To be completed by the Honors Office after submission of the form to the Honors

Honors Director Signature _______________________________________________ Date ______________

Updated 9/07

Revised May 2014