This handbook is intended to provide students with important information about the Lee Honors College. All honors college students are students of the University, and as such, the Lee Honors College operates within the policies, practices and guidelines established for all undergraduate students at Western Michigan University as described in the WMU Catalog. Students are strongly advised to regularly consult with a Lee Honors College advisor. The honors college website, Facebook and Twitter pages should be used to remain informed of important information and updated policies regarding the honors college and WMU. Honors students are held to the policies in the Lee Honors College Student Handbook in effect at the time of their admission to the honors college. While the handbook is intended to facilitate smooth and orderly progress toward completion of honors requirements, the information presented is subject to periodic revision and shall not be construed as a contractual or otherwise binding obligation of the college or university.
DEFINITIONS

A Lee Honors College student is any student who has been formally admitted to the Lee Honors College and who has received a letter so indicating their membership in the honors college. The Lee Honors College recognizes these categories of students and alumni:

**FIRST YEAR STUDENTS**
Students who enter directly from high school into WMU and the honors college.

**INTERNAL TRANSFER STUDENTS**
WMU students who did not enter the honors college directly from high school but join by invitation or application after enrolling at WMU for one or more semesters.

**EXTERNAL TRANSFER STUDENTS**
Those who enter the honors college as a part of their transfer to WMU from a community college or other four-year college or university.

**LEE HONORS COLLEGE GRADUATES**
Individuals who have completed all graduation requirements as stated in the handbook at the time of their entry into the Lee Honors College.

REQUIREMENTS

All students receive a letter of admission outlining their specific requirements for graduation from the honors college. Following completion of all requirements, as detailed in this document, students become Lee Honors College graduates. This achievement will be acknowledged in the University commencement program along with a special notation on the diploma and academic transcript.

ADMISSION CRITERIA

- Automatic invitations are issued for first year students with a high school GPA of at least 3.6 and a 26 ACT or 1170 SAT composite score.

- Automatic invitations are issued for external transfer students with transfer GPA of at least 3.5.

- Automatic invitations are issued for current WMU students with two semesters cumulative GPA of at least 3.5 and at least 3 semesters left prior to graduation.

- Automatic invitations are issued for WMU first year students who achieve a 4.0 in their first semester.

- Approved application process for students who do not meet automatic admission criteria. Students must submit an application with a statement of interest and a supporting letter from a teacher or counselor.
First year students must complete a minimum of 18 hours of honors credits. Transfer students (internal and external) must complete the number of honors credits stated in their letter of admission to the honors college. Honors courses must be taken for a letter grade—they may not be taken for credit/no credit. To qualify for honors credit, a course must be listed in the honors college course catalog or be approved by an honors college academic advisor, the associate dean or dean. Individual professors, a department or program may not grant honors credit for a course without written permission from the honors college. Students may receive honors credit for a variety of experiential learning options, subject to honors college approval (see page 4). Students must complete at least half of all honors credits by taking Lee Honors College catalog courses. Up to half of honors credits may be completed via other opportunities for honors credit (see below and page 4). A grade of “C” or better is required in any course used to satisfy the Lee Honors College credit hour requirement.

Lee Honors College students have the opportunity to meet international scholars and other prominent figures such as Gloria Steinem, shown below with honors students.

**COURSES AVAILABLE FOR HONORS COLLEGE (HC) CREDIT**

**LEE HONORS COLLEGE CATALOG COURSES**
Any section of a course with a CRN listed in the honors college catalog. Please note: sections with CRNs not listed in the honors college catalog do NOT qualify for HC credit. Additionally, courses taken prior to enrolling in the honors college or at other institutions do not qualify for HC credit. Students receive honors credit equal to the actual credits offered for an honors lecture and separate honors credit for a lab. In the case of a 0-credit honors lab associated with a non-honors lecture, students will receive one honors credit. Questions should be directed to an honors college academic advisor.

**STUDY IN THE STATES**
These Lee Honors College courses offer exceptional educational opportunities that take place outside of Southwest Michigan. Except for the cost of tuition, the honors college pays all expenses, including travel and lodging, for every student enrolled in the course. Most courses also count for general education credit.
EXPERIENTIAL LEARNING CREDIT

Up to 50% of your honors course credits may come from experiential learning courses.

FOREIGN LANGUAGE

Four honors credits will be given for two semesters of non-honors study of the same foreign language. No honors credit will be provided for a single semester of study of a foreign language. May be repeated for additional honors credit for additional foreign language(s). However, no additional honors credit will be given if a student takes more than two semesters of the same language.

CREDIT FOR FINE ARTS AND ATHLETICS

Students may receive up to three honors credits for dance, music or theater as well as for participation in a varsity sports course. Up to three credits may be counted toward honors credit hour requirements. Credits may be earned by repeating a course in a single area (e.g. marching band) or by completing multiple approved courses.

INTERNSHIP, FIELD EXPERIENCE OR INDEPENDENT STUDY

The honors college encourages students to explore opportunities to conduct independent academic inquiry under the guidance of a faculty mentor. Students may substitute a pre-approved internship, field experience or independent study for honors credit.

Please note that to receive credit for internship, field experience or independent study the appropriate approval form (available on the honors college website) must be submitted prior to initiation of the experience. It is possible to receive honors credit for more than one field experience or independent study with prior approval by the honors college dean or associate dean. Up to three credits will be granted for a single experience. Experiences completed for WMU credit will be granted one honors credit for each WMU credit earned.

HNRS 3990: FIELD EXPERIENCE

Three hours of credit for an organized experience with a person or agency involving work and learning activities.

HNRS 4950: INDEPENDENT STUDY

Three hours of credit for an independent study of at least one semester which explores subjects outside the usual course structure and is supervised by a WMU faculty member.

DEPARTMENTAL FIELD EXPERIENCE OR INDEPENDENT STUDY

A student taking a departmental internship, field experience or independent study course may receive honors credit if the appropriate pre-approval form has been submitted to an honors college academic advisor and is approved by the honors college dean or associate dean.

HONORS CREDIT FOR INTERNSHIPS NOT TAKEN FOR WMU CREDITS

Internships and field experiences that are not taken for WMU credit may be approved to reduce the number of honors credits required for graduation by a maximum of three credits. An appropriate departmental chair, or their designee, and honors college advisor, associate dean or dean must approve this application prior to initiation of the experience. Upon completion of the experience, the departmental chair or their designee must sign an affirmation that the experience has been satisfactorily completed for a reduction in the number of honors credits required for graduation to be granted. Typically, sixty hours of documented work will be equivalent to one credit hour.

STUDY ABROAD

We strongly encourage participation in a study abroad program. Study abroad credits appearing on a student’s WMU transcript, whether for a WMU course or a course run through another institution, will be counted as honors credit, up to a limit of 3 credits per semester. Multiple study abroad experiences may count for additional honors credit with honors college advisor, associate dean or dean approval.
HONORS THESIS

To graduate from the Lee Honors College, all students must complete and successfully defend an honors thesis. The thesis topic will vary depending on the field of study. For example, a traditional research paper, a public performance, a work of art, a design project, a business plan or educational curriculum may be completed for the honors thesis. While it is typical for a student to choose a thesis topic in their major field, this is not required. The thesis committee chair and the dean or the associate dean of the Lee Honors College must approve the thesis topic. For more information, please see the honors college website (wmich.edu/honors/advising/thesis).

A full-time WMU faculty member must chair the honors thesis with at least one additional committee member. Committee members may include faculty, staff, graduate students (except graduate students who work for the thesis chair) or members of the broader community with expertise relevant to the thesis. The chair and at least one committee member must attend and approve both the thesis defense and the written thesis.

All honors students must complete one credit of HNRS 4980 How and Why to Write an Honors Thesis and one credit of HNRS 4990 Honors Thesis. HNRS 4980 is an online course and must be taken not later than the junior year. One credit of HNRS 4990 must be taken subsequently with the thesis mentor as the instructor of record OR by substitution with an honors college-approved departmental course (e.g. senior design project for engineering students; senior recital or performance for fine arts students; see an honors college academic advisor for a full list of approved substitutions). HNRS 4980 is counted toward required honors course credit hours and HNRS 4990 credits are counted toward experiential honors credit hours.

The thesis declaration form should be submitted at least three semesters prior to the intended semester of graduation. The thesis defense certificate request form should be completed and submitted at least one month before the planned date of the thesis defense. The chair and at least one committee member must attend and approve both the thesis defense and the written thesis. Honors theses must be defended no later than the date of graduation from WMU. We strongly encourage, but do not require, that the thesis defense be completed in the Lee Honors College during the designated Thesis Celebration days. A digital copy of the final, approved thesis must be submitted to the honors college within 30 days of the student’s graduation date however students are urged to submit their digital copies as soon as possible after the thesis chair has approved it. All thesis-related forms and instructions are available on the honors college website (wmich.edu/honors/advising/thesis).
COMMUNITY SERVICE REQUIREMENT

All students must complete 20 hours of community service each academic year. The last day to submit community service logs for 2016-17 is June 23, 2017. Community service hours are reduced to 10 hours per year for a year in which a student joins the college in the spring semester or graduates in the fall semester. Additional hours completed within an academic year will not be carried over to the following year.

Service activities must be documented by turning in a signed volunteer time log to an honors college advisor. Failure to report community service by the end of the first year will result in a student not being in good standing in the honors college. Failure to report community service by the end of the second year will result in dismissal from the honors college. Possible service activities may include:
- Community service activities included in weekly honors college announcements and emails.
- Service activities through Volunteer Kalamazoo and FOCUS Kalamazoo.
- Service activities with non-profit organizations.
- Service activities with registered student organizations, (RSOs), except fund-raising activities to benefit the RSO.
- Service activities completed through a service-learning course.
- Other activities, as approved via submission of Volunteer Activity Authorization forms to the honors college.

HONORS COLLEGE SPONSORED EVENTS REQUIREMENT

This requirement is intended to encourage students to explore the rich array of cultural events available through the Lee Honors College. All incoming first year students must attend at least four honors college sponsored events during their first year and two in their second year. Transfer students are required to attend two honors college sponsored events during their first year as an honors student. Failure to attend and present a Bronco ID at the required number of events by the end of the academic year will result in dismissal from the honors college.

Lee Honors College students examine photos following a presentation by award-winning photographer Leni Sinclair.
Specialized academic advising is an important benefit available to all honors students. First year students are required to attend a Mandatory First Year Advising session during their first semester at WMU. Times for these group advising sessions that are typically held in October will be announced on the honors college website, Facebook page and via email. Following their first year, students are strongly encouraged to visit an academic advisor in the honors college at least once per year.

Ashleigh Watson, Anthony Helms, and honors college graduate assistants are the academic advisors for all course-related advising. Dean Carla Koretsky and Associate Dean Jane Baas are the primary advisors for thesis projects, scholarships, and graduate/professional school applications.

Please call for an appointment (269-387-3230) to be assured that an advisor will be available for you and so that we can serve our honors students most efficiently. Drop-in appointments are also available most days, Monday through Friday, 9 a.m. to noon and 1 to 4 p.m., but may require longer wait times.
PRIORITY REGISTRATION

All members in good standing of the Lee Honors College are eligible for special priority registration privileges. Honors college students may register at the announced priority time or anytime thereafter by going to the GoWMU portal. The computer system will identify you as a member of the honors college. If you experience problems registering, call the honors college office at (269) 387-3230. Please note that honors courses are restricted to honors students. For courses with multiple sections, be sure to register for the specific CRN identified with -HC as part of the title or with an HNRS prefix as provided in the course catalog.

AUDITS

Honors college audits include the semester Academic Standing Audit, the annual Lee Honors College Requirements Audit and the Lee Honors College Graduation Audit. All honors students must also complete the University graduation audit.

ACADEMIC STANDING AUDIT—FALL AND SPRING SEMESTERS

Following each fall and spring semester, the honors college advising staff conducts an audit of every student’s transcript to assess the cumulative GPA and determine honors college academic status. Students with a cumulative GPA below 3.5 will receive an email from the dean informing them that they are no longer in good academic standing with the honors college and recommending (warning status) or requiring (probation status) honors academic advising. Three or more semesters of cumulative GPA lower than 3.5 will result in dismissal from the Lee Honors College unless a strong upward trend in cumulative GPA is present.

HONORS COLLEGE REQUIREMENTS AUDIT—ANNUAL

Lee Honors College audits are conducted on an annual basis during the summer and address progress with respect to all honors requirements (honors college sponsored events attendance, community service, course work, GPA). After audits are completed, students will receive an e-mail stating their current status in the honors college. The audit will be conducted based on the information present in transcripts, the number of honors college sponsored events at which a Bronco ID has been presented, and volunteer service logs. Please contact the Lee Honors College academic advisors for questions regarding the audit.

UNIVERSITY GRADUATION AUDIT

A university audit is initiated prior to or at the beginning of the senior year. This audit determines whether or not all university, general education, major and minor requirements have been fulfilled. Students should apply for a university graduation audit at the advising office of their academic major. For additional information, please see the Graduation Procedures section in the university undergraduate catalog.

HONORS COLLEGE GRADUATION AUDIT

All honors college students are required to complete the honors college online graduation audit survey at least one semester prior to the anticipated graduation date. A link to the survey is emailed to all seniors at least twice per semester.
ACADEMIC STANDING

GOOD STANDING
A student with a cumulative grade point average of at least 3.5 who has completed all honors college sponsored events attendance and community service requirements is in good standing with the Lee Honors College.

ACADEMIC WARNING
A student with a grade point average that drops below 3.5 will be placed on academic warning status with the honors college and is strongly encouraged to meet with a Lee Honors College academic advisor.

ACADEMIC PROBATION
A student with a grade point average that remains below 3.5 following one semester on academic warning status will be placed on academic probation with the honors college and is required to meet with a Lee Honors College academic advisor.

DISMISSAL
After one semester on academic probation, a student who fails to achieve a 3.5 overall grade point average will be dismissed from the Lee Honors College. If extenuating circumstances exist, a student may schedule an appointment with the Lee Honors College associate dean to request a one-semester extension of academic probation status.

HONORS STUDENT ORGANIZATIONS

Three honors organizations are housed within the Lee Honors College: the first year student honor society, Alpha Lambda Delta; Tau Sigma honor society for transfer students; and Phi Kappa Phi honor society for upperclassmen.

First year students in good standing with the Lee Honors College may choose to join Alpha Lambda Delta. Membership in ALD is by invitation only at the end of a student’s first or second semester at WMU. Transfer students who join the honors college are invited to join Tau Sigma. Anthony Helms, director of academic advising, serves as the administrative advisor for both ALD and Tau Sigma. Jane Baas, associate dean, and Steve Miller, program manager for Transfer Transitions, serve as co-advisors for Tau Sigma. Dean Koretsky serves as the faculty advisor for ALD. Juniors in the top 7.5 percent and seniors in the top ten percent of their class are invited to join the Phi Kappa Phi honor society.
While we make every effort to inform you of events and necessary information regarding the Lee Honors College, it is also your responsibility to stay in touch with us. Information is published weekly in the honors college newsletter which is available online via a link on the honors college home page. We encourage you to visit the website and both the public Facebook page and private group page (of the same name) frequently and follow us on Twitter @leehonorscol and Instagram @LeeHonorsCollege. Additionally, we post information on various bulletin boards in the honors college building as well as on a video display in the lobby. We are responsible for notifying you of pertinent information, but you must be responsible for receiving and responding to it. Please check our messages regularly and contact us with any questions.

All official Lee Honors College electronic communication will be sent to your official WMU email address; please check it regularly. According to University policy, the honors college is allowed to respond to your messages only if they come from your WMU email account.

“Being a part of the Lee Honors College has enabled me to be a part of a community of curious minds that seek understanding and knowledge both through academics and activities beyond the classroom.”

- Josh Ayerdi, Senior Mathematics Major

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