The Lee Honors College Handbook
(2013-2014)

The Carl & Winifred Lee Honors College
Western Michigan University
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PREFACE
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 consult regularly with a Lee Honors College advisor and the LHC website to remain informed of changes in WMU policies. Honors students are governed by the Lee Honors College 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.

MISSION STATEMENT
The mission of The Carl and Winifred Lee Honors College is to provide a lively, rigorous undergraduate experience for academically talented and highly motivated students.

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 LHC.

The LHC recognizes these categories of students and alumni:

1. **First-Time in Any College Students (FTIACS):** students who enter directly from high school into WMU and the LHC as first–semester freshmen.
2. **Lateral transfers:** WMU students who did not enter the LHC directly from high-school and join the LHC by invitation after enrolling at WMU for one or more semesters.
3. **Institutional Transfer students:** those who enter the LHC as a part of their transfer to WMU from a community college or other four-year college or university.
4. **Lee Honors College Graduates:** Individuals who have completed all graduation requirements of the LHC as stated in the LHC Handbook at the time of their entry into the college.

REQUIREMENTS
All students, irrespective of when they enter the LHC, receive a letter of admission outlining their specific requirements for graduation from the LHC. Following completion of all requirements, as detailed below, 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.

**SUMMARY OF GENERAL REQUIREMENTS:**
- Cumulative GPA >3.5
- Twenty hours of community service per year
- Four cultural events in the freshman year (for FTIACS)
- Two cultural events in the sophomore year (for FTIACS)
- Two cultural events in the first year as an honors student (for transfer students)
- Course requirements as described in letter of admission (see also below)
- Successful completion of an honors thesis, including submission of all required documents
COURSE REQUIREMENTS

First time in any college students must complete a minimum of 6 honors courses. Transfer students (lateral and institutional) must complete the number of honors courses 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 an LHC course catalog or be approved for honors credit by an LHC academic advisor, the LHC Associate dean or the LHC dean. Individual professors or a department or program may not grant honors credit for a course without explicit permission from the LHC. Students may receive honors credit for a variety of experiential learning options, subject to LHC approval (see below).

Courses Available for HC Credit:

- **LHC Catalog Courses.** Any section of a course with a CRN listed in the LHC catalog. Please note: sections with CRNs not listed in the LHC catalog do NOT qualify for HC credit. Courses taken prior to enrolling in the LHC or at other institutions also do not qualify for HC credit. For courses with CRNs for both lecture and associated laboratory or discussion sections listed in the honors catalog, both must be taken concurrently for honors credit. These lecture and lab or discussion courses count for one honors course; they do not count as two separate courses. If scheduling conflicts preclude taking the honors lecture portion of a course with a lab or discussion section, a student must take the honors laboratory or discussion section to receive honors credit and must receive prior approval to waive the honors lecture from an LHC advisor.

- **Study in the States.** This summer program in the Lee Honors College offers educational opportunities that take place outside of southwest Michigan; each of these courses counts as an honors course. Except for the cost of tuition, expenses will be paid by the honors college. All trip descriptions, including dates, are included in the summer LHC course catalog.

- **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 an approved internship/field experience or independent study for an honors course. Please note that to receive credit for internship/field experience or independent study the appropriate approval form (available on the LHC 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 LHC Dean or Associate Dean. Approval will only be granted if the experiences are substantially different.

  **HNRS 3990: Field Experience:** Three hours credit for an organized association with a person or agency involving work and learning activities related to a significant academic interest of the student.

  **HNRS 4950: Independent Study:** Three hours credit for an independent study lasting at least one semester which explores subjects outside the usual course structure and is supervised by a WMU faculty member.

  A student taking a departmental Internship or Field Experience course or Independent Study, e.g. GEOS 5020, may receive honors credit, providing the appropriate pre-approval form has been submitted to an LHC academic advisor and is approved the LHC Dean or Associate Dean.

- **Study Abroad.** We strongly encourage participation in a study abroad program. If a study abroad experience appears on a student’s WMU transcript, whether it is run by WMU or through another institution, it will substitute for one honors course. If more than one study abroad experience is completed, the LHC must be petitioned to receive more than one honors course credit. The LHC has several scholarships available for those wishing to study abroad. Please visit our website for more information.

Other Opportunities for HC Credit:

- **Foreign Language:** Two semesters of the same foreign language (see an LHC advisor for approved list of foreign language classes) may substitute for one honors course. Please note: languages taken prior to enrolling at the LHC or at other institutions do not qualify for HC credit.
• **Music/Vocal Ensemble:** Two semesters of music/vocal ensembles (see LHC catalog or an LHC advisor for qualifying courses) may substitute for one honors course. The same course may be repeated for honors credit or a combination of courses may be used to receive honors credit. Music/vocal ensembles may, however, only substitute for one honors course even if four or more semesters of work are completed.

• **Dance Ensemble:** Two semesters of dance ensembles (see LHC catalog or an LHC advisor for qualifying courses) may substitute for one honors course. The same course may be repeated for honors credit, or a combination of dance ensemble courses may be completed for credit. Dance ensembles may only substitute for one honors course even if four or more semesters are completed.

**THE 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, it is not essential. The thesis topic must be approved by the thesis committee chair and the Dean of the LHC. For more information, please see the LHC website ([Honors Thesis](#)).

The thesis chair must be a full time WMU faculty member. In addition, there must be at least one additional committee member with expertise relevant to the honors thesis topic. Most thesis committees include a chair and two other committee members, although it is possible to select more than two committee members. Committee members are not required to be members of the WMU faculty; for example WMU staff, part-time faculty, graduate students, faculty at other institutions or community members with special expertise relevant to your thesis work may serve as thesis committee members.

Students have the option of receiving three hours of academic credit for the honors thesis. Those who wish to do so must complete an enrollment form for HNRS 4990, *The Honors College Thesis*. However, these credit hours cannot be used to fulfill an LHC course requirement. Students may not earn both independent study credit and thesis credit for the same project.

The [Thesis Declaration Form](#) should be submitted at least three semesters prior to the 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. Students must complete an oral thesis defense with the thesis chair and at least one committee member present. We strongly encourage, but do not require, that the thesis defense is completed in the Lee Honors College during the designated Thesis Celebration days. The thesis chair and at least one committee member must approve the thesis following the defense. A digital copy of the final, approved thesis must be submitted to the LHC within 30 days of the student’s graduation date. All thesis-related forms and instructions are available on the LHC website ([LHC Forms](#)).

**COMMUNITY SERVICE REQUIREMENT**

The LHC requires that all students complete **twenty hours of community service each year**. Service activities must be documented by turning in a signed volunteer time log to an LHC advisor. Failure to report community service by the end of their 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 LHC announcements and emails
- Service activities through Volunteer 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 LHC
CULTURAL EVENTS REQUIREMENT

This requirement is meant to encourage students to explore (and, we hope, to love) the cultural life that is the heart of any civilized society and the soul of any civilized person. To this end, the Lee Honors College requires that all freshmen attend at least four LHC – sponsored or endorsed cultural events during their first year and two in their sophomore year. Transfer students are required to attend two LHC-sponsored or endorsed cultural events during their first year as an honors student. A written description and critique of each cultural experience (LHC Forms) must be turned in to an LHC advisor. Failure to report cultural events by the end of their first year will result in a student not being in good standing in the honors college. Failure to report cultural events by the end of the second year will result in dismissal from the honors college.

Students are encouraged to step out of their normal routine and attend cultural events unrelated to their specific major. Please note: events held in Miller Auditorium typically qualify as cultural events, but do not automatically qualify. For questions about a specific event, please contact one of the LHC advisors.

Examples of LHC Sponsored or Endorsed Cultural Events*

<table>
<thead>
<tr>
<th>Lectures/Readings</th>
<th>Fine Arts</th>
<th>Ethnic/Cultural Festivals</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>• Sponsored by LHC or other WMU departments</td>
<td>• Concerts</td>
<td>• Greek Festival</td>
<td>• Kalamazoo Nature Center</td>
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<td>• Poetry or prose readings</td>
<td>• Recitals</td>
<td>• Irish Festival</td>
<td>• Kalamazoo Valley Museum</td>
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<td>• Seminars or symposia</td>
<td>• Foreign film series (Little Theatre or K-College)</td>
<td>• Russian Festival</td>
<td>• Celery Flats</td>
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<td>• Public speeches and presentations</td>
<td>• Theatre productions including those at Parish, Shaw, Barn, Kalamazoo Civic, and out of town theatres</td>
<td>• International Congress on Medieval Studies (at WMU)</td>
<td>• Air Zoo</td>
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<td></td>
<td>• Opera</td>
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<td>• Gilmore Car Museum</td>
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<td>• Art Exhibits (KIA/WMU/GR Art Museum)</td>
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<td>• Historic Kalamazoo Walking Tours</td>
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<td></td>
<td>• Art Hop</td>
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<td></td>
<td>• Art Prize</td>
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* Note: High school presentations do not count as events.

ADVISING

Academic advising is an important benefit available to all LHC students. Freshmen are required to attend Mandatory Freshman Advising in October during the first semester at WMU. Times for group advising will be announced on the LHC website or Facebook page and via email. Following the freshman year, students are expected to visit an academic advisor in the honors college at least once per year.

Debra Gambino, Anthony Helms, and the graduate assistant(s) are the academic advisors for all course-related advising.

Dr. Carla Koretsky and Ms. Jane Baas are the 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 LHC students most efficiently. Drop-in appointments are also available most days, M-F, 9 am - 4 pm, 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. This means that LHC students may register at the announced time or any time 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 with the exception of a small number of cross-listed courses, honors courses are restricted to honors students. The course numbers printed in the honors college course catalog are for your use only. You will need to use them to register for these honors courses.

AUDITS

Honors college audits include the semester Academic Standing Audit, the annual LHC Audit, and the LHC Graduation Audit. All LHC students must also complete the University Graduation Audit.

ACADEMIC STANDING AUDIT - FALL AND SPRING

Following each fall and spring semester, the LHC advising staff conducts an audit of every student’s transcript. The purpose of this audit is to assess the cumulative GPA to determine LHC academic status. Students with a cumulative GPA below 3.5 will receive an e-mail from the dean requiring them to seek academic advising. Please note that three or more semesters of cumulative GPA lower than 3.5 may result in dismissal from the LHC.

HONORS COLLEGE AUDIT- SUMMER

Lee Honors College audits are conducted on an annual basis during the summer and address progress in all honors requirements (cultural events, community service, course work, GPA) toward graduation. Once audits are completed, students will receive an e-mail summarizing their current status in the LHC. The audit will be conducted based on the information present in your transcript, your completed cultural event write-ups and volunteer service logs. Please contact the LHC academic advisors for questions regarding the audit.

HONORS COLLEGE GRADUATION AUDIT

All LHC students are required to meet with an LHC Academic Advisor at the beginning of the senior year to ensure that all LHC requirements will be fulfilled for graduation. Audits must be completed by: January 6, 2014 (spring 2014 graduation), March 10, 2014 (summer 2014 graduation), and September 2, 2014 (fall 2014 graduation).

UNIVERSITY GRADUATION AUDIT

University audits are 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 the university graduation audit at the major advising office of their academic college. For additional information, please see the undergraduate catalog under Graduation Procedures.
LHC ACADEMIC POLICIES AND PROCEDURES

ACADEMIC STANDING

Good Standing
A student with a cumulative grade point average of at least 3.5 and with submitted documentation of required cultural events and community service is in good standing with the LHC.

Warning
If the cumulative grade point average drops below 3.5, the student will be placed on academic warning status with the honors college and is required to meet with a Lee Honors College academic advisor.

Academic Probation
If the cumulative grade point average remains below 3.5 following one semester on academic warning status, the student 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, students who fail to achieve a 3.5 overall grade point average may be dismissed from the Lee Honors College.

HONORS STUDENT ORGANIZATIONS

Two honors organizations are housed within the LHC: the honor society Alpha Lambda Delta (ALD), and the Phi Kappa Phi (PKP) honor society for upperclassmen.

Freshmen in good standing with the LHC 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. Anthony Helms, Academic Advisor for the LHC serves as the Administrative Advisor; Dr. Koretsky, Dean of the LHC, serves as the Faculty Advisor for ALD.

Juniors in the top 7.5 percent and seniors in the top 10 percent of their class are invited to join the Phi Kappa Phi honor society as juniors or shortly before they graduate. Debra Gambino, Academic Advisor for the LHC serves as the Administrative Advisor for PKP.
LEE HONORS COLLEGE STAFF 2013-2014

Dr. Carla M. Koretsky, Dean
Ms. Jane Baas, Associate Dean
Mr. Anthony P. Helms, Academic Advisor
Ms. Debra Gambino, Academic Advisor

Mr. Precious (PJ) Majors, Advising Graduate Assistant
Ms. Molly Wiener, Advising Graduate Assistant
Ms. Jennifer Townsend, Administrative Assistant and Building Coordinator
Ms. Tina Smith-Balanda, Finance Analyst
Ms. Becky de Oliveira, Marketing & Communication Doctoral Associate
Mr. Scott Friesner, Faculty Specialist
Ms. Kelly Schultz, Dual Enrollment Advisor

While we make every effort to inform you of events and necessary information about the LHC, it is also your responsibility to stay in touch with us. Our website has an active calendar for honors college related events. We encourage you to visit the honors college website, Facebook page, and Twitter account frequently and become familiar with the information included therein. Additionally, we post information on various bulletin boards at the honors college and send a weekly update with lectures, events and news from the LHC. We are responsible for notifying you of pertinent information, but you must be responsible for receiving it. Please check our messages regularly, and contact us with any questions.

Feel free to contact us directly by email:
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Dual Enrollment Advisor, Kelly Schultz, kelly.schultz@wmich.edu

All official Lee Honors College electronic communication will be sent to your official WMU e-mail 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 student account.