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 and Facebook and Twitter sites to remain informed of important information and updated policies regarding the LHC and WMU. 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 an exceptional undergraduate experience for high achieving students, to inspire in our graduates a thirst for the lifelong pursuit of creative inquiry and discovery, to provide our students with the skill and passion to address critical challenges, and to foster personal responsibility informed by a global perspective.

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 or application 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 LHC.

REQUIREMENTS
All students receive a letter of admission outlining their specific requirements for graduation from the LHC. 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.

Summary of LHC Admission Criteria and Program Requirements
Admission Criteria
- Automatic invitations for freshman with ACT composite ≥ 26 and high school GPA ≥ 3.6.
- Automatic invitations for institutional transfer students with transfer GPA ≥ 3.5.
- Automatic invitations for WMU students with two semesters cumulative GPA ≥ 3.5 and at least 3 semesters left prior to graduation.
- Automatic invitations for WMU freshman who achieve a 4.0 in their first semester.
- Application process for students who do not meet automatic admission criteria: Students must submit form with statement of interest and a supporting letter from a teacher or counselor.

Honors student Deirdre Courtney at work in the lab.
Program Requirements

First time in any college students (FTIACS) must complete a minimum of 18 hours of honors credits. Transfer students (lateral and institutional) 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 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). Students must complete at least half of all honors credits by taking LHC Catalog Courses (including Study in the States). Up to half of honors credits may be completed via other opportunities for honors credit (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. Students receive honors credit equal to the actual credits offered for an honors lecture and separate honors credit for an honors lab. In the case of a 0-credit honors lab associated with a non-honors lecture, students will receive one honors credit.

- **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, travel expenses will be paid by the honors college. All trip descriptions, including dates, are included in the Study in the States brochure published each spring.

Other Opportunities for HC Credit:

- **Dance, Music and Theater.** Honors credits may be given for up to three credits of approved non-honors dance, music or theater courses. Credits may be accrued by repeating a course, or by taking multiple approved courses.

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

- **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 of credit for an organized experience 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 may receive honors credit if 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. 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 credits, up to a limit of 3 credits per semester. Multiple study abroad experiences may count for additional honors credit with LHC advisor, associate dean or dean approval.

**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 or the associate dean of the LHC. For more information, please see the LHC website (Honors Thesis).

The honors thesis must be chaired by a full-time WMU faculty 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 must attend and approve the thesis defense and must approve the written thesis.

Three credits of HNRS 4990 Honors Thesis must be completed by all honors students. The first credit of HNRS 4990
must be taken with an honors college staff member (dean, associate dean or other approved staff) as the instructor of record, not later than the junior year. Two additional credits of HNRS must be taken subsequently or concurrently with the thesis mentor as the instructor of record OR by substitution with an LHC-approved departmental course (e.g. required senior design project for engineering students). HNRS 4990 credits will NOT be counted toward the required honors credit hours.

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. The chair and at least one committee must attend and approve the thesis defense and must approve 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 is 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 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
All students must complete 20 hours of community service per year. 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.

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.

LHC SPONSORED EVENTS REQUIREMENT
This requirement is intended to encourage students to explore the rich, cultural events available on this campus as an enhancement of their educational experience. To this end, the Lee Honors College requires that all freshmen attend at least four LHC-sponsored events during their first year and two in their sophomore year. Transfer students are required to attend two LHC-sponsored events during their first year as an honors student. Failure to attend and present a Bronco ID at four LHC sponsored events by the end of their first year will result in a student not being in good standing in the honors college. Failure to attend and present a Bronco ID at four LHC sponsored events by the end of the second year will result in dismissal from the honors college.
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.

Ashleigh Watson, 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-noon and 1-4 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 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 (honors college sponsored events attendance, 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, the number of LHC sponsored events at which you have presented your Bronco ID, 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 complete the online graduation audit survey at least one semester prior anticipated graduation date. The link to the survey is emailed to all seniors at least twice a semester.

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 who has completed all required LHC sponsored events attendance and community service requirements 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 should 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
Three honors organizations are housed within the LHC: the honor society Alpha Lambda Delta (ALD), Tau Sigma honor society for transfers, 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. Transfer students who join the LHC are invited to join Tau Sigma. Anthony Helms, Assistant Director, Academic Advising serves as the Administrative Advisor; Jane Baas, Associate Dean of the LHC serves as faculty advisor for Tau Sigma. 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. Ashleigh Watson, Academic Advisor for the LHC serves as the Administrative Advisor for PKP.

KEEPING INFORMED
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 newsletter 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:
Dean, Carla Koretsky: carla.koretsky@wmich.edu
Associate Dean, Jane Baas: jane.baas@wmich.edu
Assistant Director, Academic Advising, Anthony Helms: anthony.p.helms@wmich.edu
Academic Advisor, Ashleigh Watson: ashleigh.watson@wmich.edu
Administrative Assistant and Building Coordinator, Jennifer Townsend: jennifer.townsend@wmich.edu
Budget Analyst, Tina Smith-Balanda: tina.smith-balanda@wmich.edu
Faculty Specialist, Scott Friesner: scott.friesner@wmich.edu
Dual Enrollment Advisor, Kelly Schultz: kelly.schultz@wmich.edu
Graduate Assistants, Molly Weiner: honr-grad@wmich.edu; Fareed Shalhout: leehonorscollege@wmich.edu

ELECTRONIC COMMUNICATION
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.