**ETSU HONORS COLLEGE POLICIES**

**SCHOLARSHIPS**

Scholarships offered by the Honors College are commensurate with the requirements of the individual honors programs. Students will be informed in writing of the amount and duration of any scholarships provided, as well as requirements for maintaining academic standing (satisfactory academic progress) in their particular honors program. University policy limits the duration of any in-state tuition scholarship to no more than eight (8) regular semesters (fall, spring).

Students who elect non-degree seeking status or those seeking a second Bachelor’s degree are not eligible for Honors scholarships at ETSU.

Honors Scholarships for in-state tuition & fees typically are available only for regular semesters (fall, spring). The policies of the Tennessee Board of Regents allow for scholarships for out-of-state tuition (no course fees) to be paid during summer and/or winter sessions.

Scholarships provided during regular semesters may provide for program fees and/or certain course fees. These fees will be reviewed periodically to determine whether the Honors College can continue to fund as part of scholarships. As of July, 2011, the following course fees are excluded from scholarship:

1. Fees associated with Regents’ Online Degree Program (RODP) courses;
2. Online fees;
3. Fees associated with general, participatory, physical education (PHED) courses.

In the case of Honors-in-Discipline (HiD) programs, students who are receiving a scholarship in one HiD program may transfer to another HiD program and retain their scholarship. The original limitations (e.g., number of semesters) will remain in force, but the conditions for satisfactory academic progress will reflect the current (new) HiD program.

**SATISFACTORY ACADEMIC PROGRESS**

**Minimum Enrollment:** To remain in good academic standing with an honors program, students on scholarship are required to enroll in a minimum of 15 credits, and those not receiving an honors scholarship must enroll in a minimum of 12 credits, each regular semester (fall, spring). Students working on their Senior Honors Thesis, who have completed all other requirements for graduation, may be permitted to enroll in fewer than 15 credits, but not less than 12 credits, for one semester. Permission to waive the minimum enrollment requirement must be requested by the student in advance of the semester in consideration. Students enrolling in less than 15 credits without prior approval are subject to probation (see below).

**Required Curriculum:** Honors students are expected to be engaged and involved in their honors program, including (but not limited to) regular enrollment in the appropriate honors courses. All students must complete the designed curriculum for their particular honors program. In addition, students must be making satisfactory progress in their major and minor degree programs (e.g., timely completion of courses).

The minimum number of honors courses (credits) in any honors program must be met. Conflicts may arise, owing to student participation in study abroad/exchange programs or from class schedule conflicts (beyond student control) with required major or minor courses. In these cases, delayed enrollments in honors courses (preferred method), substitutions of other honors courses, or alternate assignments may be allowed. Students should provide a complete description of the conflict (courses and reasons for the conflict) to their Honors-in-Discipline (HiD) Coordinator and/or the appropriate Honors Director.

Failure to enroll in *Senior Honors Thesis* (xxxx-4018; or equivalent course approved for some HiD programs) without advance approval will result in loss of scholarship and/or dismissal from the Honors Program. Students completing a 6-credit Honors Thesis must enroll no later than the first semester of the senior year; students completing a 3-credit thesis must enroll no later than the second semester of their senior year. Students must request exception in advance (i.e., at least three weeks before the start of the semester) from their HiD Coordinator and/or appropriate program Director, who will then will submit his/her recommendation (pro or con) to the Dean of the Honors College. If an exception is granted, the student will be informed no later than the beginning of that semester.

**GPA:** To remain in good academic standing with an Honors program, students are required to meet a minimum GPA requirement each semester. The minimum term GPA required is determined by the individual honors program. Honors programs also may utilize a combination of term and cumulative GPA standards and/or minimum GPA for courses in the field of study.

**GRADUATION:**

In order to graduate with transcript recognition of Honors (and other acknowledgements), students must complete all curriculum, GPA and thesis requirements of their Honors Program. Grade(s) of B or better are required for Senior Honors Thesis courses. Students on probation their final semester must meet the minimum GPA requirements for recognition of Honors. Any exceptions to this policy must be recommended by the appropriate Director and approved by the Dean of the Honors College.

**Grades:** Grades of ‘F’ or ‘FN’ are not acceptable on an honors student transcript. A minimum grade of ‘B’ is required for Senor Honors Thesis courses. Obviously, grades are also subject to the policy on GPA.

Students receiving an ‘F’ or ‘FN’ grade are required to contact the Director/Coordinator of their honors program as quickly as possible, but no later than the first week (January, June, July, or September) of the following semester (including summer terms, whether enrolled or not). Students receiving an ‘F’ or ‘FN’ grade will be required to repeat the course(s) as soon as possible (i.e., at the next offering). If the course will not be offered before the student plans to graduate, the Director/Coordinator of the program will determine, in consultation with the Dean of the Honors College, appropriate substitute requirements. Failure to abide by these requirements will be result in dismissal from the Honors College and loss of Honors Distinction as noted on final transcripts.

***CONSEQUENCES:***

* PROBATION: Failure to meet satisfactory academic progress or other program requirements (including minimum credit and Senior Honors Thesis enrollments without prior approval) will result in probation, according to the following policies:
1. The student will be placed on probation for the regular academic semester (fall, spring) that immediately follows. Students receiving an honors scholarship will retain that scholarship for the semester of probation.
	1. If the student attains the minimum GPA and/or meets the requirements for satisfactory progress for that semester, they will be released from probation.
	2. If the student fails to attain the minimum GPA and/or does not meet requirements for satisfactory progress for the probation semester, the following will result:
		1. In Honors-in-Discipline programs, the student will be dismissed from the program and the Honors College. Students may re-apply to the HiD program in the future, if they attain the minimum requirements. Future scholarship support cannot be guaranteed.
		2. In University, Midway and Fine & Performing Arts programs, students may be granted a second probation semester without scholarship. If the student successfully recovers satisfactory progress and/or the minimum GPA for the second probation semester, they will be released from probation and their scholarship may be reinstated, if possible. If the student fails to regain satisfactory progress and/or the minimum GPA for the second probation semester, they will be dismissed from their honors program and the Honors College and may not seek readmission.
2. Probation semesters are considered as part of the total number of semesters for which scholarship was awarded (i.e., added semesters of support do NOT accrue). Reinstatement of scholarship is subject to availability.
3. Students may be placed on honors probation only TWICE during their academic studies at ETSU. Students who fail to meet requirements for third semester will be automatically dismissed from their honors program and the Honors College and may not seek readmission.
* DISMISSAL: Students who fail to achieve a minimum grade of B for any/all semesters of Senior Honors Thesis will be dismissed from the program and will not receive Honors Program distinction on their academic transcript. Dismissal may also be a consequence of too many semesters of probation and/or egregious instances of student misconduct. Appeals of dismissal must be submitted, in writing, to the Dean of the Honors College, who may seek consultation with the Honors College Executive Committee (composed of all Directors).

**STUDENT MISCONDUCT**

1. Plagiarism and Cheating. Any incidents of plagiarism or other forms of cheating on exams or other assignments for coursework should be reported by the faculty member and documentation provided to the Director of the appropriate Honors program and the Dean of the Honors College.
2. Misconduct: Any incidents of misconduct, whether it occurs on campus (e.g., classrooms, meeting rooms, student facilities, residence halls) or off-campus locations, should be reported by the student to the Director of the appropriate Honors program and the Dean of the Honors College. Students should be aware that reports from other campus and local officials (such as ETSU Public Safety, Dean of Students, or Johnson City Police Department) are provided directly to the Dean of the Honors College and will be investigated.

***CONSEQUENCES:***

* All standing university policies with regard to misconduct will be followed by the Honors College.
* For incidents of misconduct, the student will be required to meet with the Director of the appropriate honors program and/or the Dean of the Honors College.
* The Director of the appropriate honors program and the Dean of the Honors College will determine whether additional disciplinary action within the Honors College is required. Possible actions include, but are not limited to, dismissal from the program and college; temporary or permanent reduction in scholarship; and/or repeat of courses.
* Appeals of the consequences of misconduct must be submitted, in writing, to the Dean of the Honors College, who may seek consultation with the Honors College Executive Committee (composed of all Directors).

APPROVED

HONORS COLLEGE EXECUTIVE COMMITTEE