JDAHP POLICIES

Learn about the policies governing JDAHP. The members of the Honors Council have reviewed and approved these policies.

PURPOSE

The purpose of the Jack David Armold Honors Program includes but is not limited to the following:

- Recruit high achievers through promotional venues that explain the requirements for honors recognition and awards.
- Determine current and future academic needs of honors faculty and students and develop methods of meeting these needs.
- Suggest policy, procedures, and academic issues pertaining to the honors program.
- Plan and implement honors curriculum as it changes to keep the program timely and coherent.
- Oversee current honors courses and suggest new courses.
- Plan the program for the Honors Luncheon and arrange for guest speakers and the recognition ceremony.
- Resolve issues and concerns related to the honors program.

BY-LAWS

The by-laws for the Jack David Armold Honors Program define the roles and responsibilities of the council members. The JDAHP Honors Council will meet monthly with other meetings called as needed. Although faculty who teach in the JDAHP Honors Program will be members of the council, honorary members can be named from any area of academic service. Toward the end of each semester the committee will meet to plan the Honors Luncheon. The JDAHP Honors Council will be able to invite people as needed for clarification of polices and procedures, and to address concerns.

The Chair or a selected Officer will take notes during the meetings and publish these proceedings to the committee membership and to the FAC, faculty, President, DAA and Deans no more than one week after each meeting. An annual report will be produced by the end of the Spring term each year and submitted to the campus president and DAA enumerating the actions taken during the year, open action items, and committee membership status.

Election or Appointment of Members
All full time faculty currently or previously teaching an honors section and emeritus faculty are members of the JDAHP. A Chair or Co-Chairs will serve to direct the program. The Co-Chairs form the Executive Council.

### Terms of Members

Eligibility for teaching an honors course determines length of service for this committee.

### Meeting Times

The JDAHP will meet periodically with specially called meetings as needed. Ad-hoc or subcommittees may be established as needed to provide a focus study and action plan on a particular subject.

### Amendments

Recommended changes to the JDAHP Honors Council charter will be forwarded, in writing, to the DAA for approval.

### Student Eligibility

Returning students with a B average overall are eligible to participate in JDAHP courses. Entering freshmen will be eligible to enroll in first semester honors courses based on their entrance exam scores or SAT/ACT scores. Students who fail an honors class will not be eligible to enroll in another honors course. Students found guilty of plagiarism violate the high standards of the honors program and will be ineligible to enroll in any other honors course. Honors students are required to sign an honors code in the first week of each honors course.

### Referral

Professors may refer students to the honors program by using the JDAHP Honors Referral Form. Occasionally, although great care is taken to identify and recruit students with potential for success in the honors program, students may be overlooked in the process. For this reason, students may ask for special consideration from the Honors Council and fill out a JDAHP Self-Referral Form which also requires a sample of their writing. This form is submitted to the Dean of General Education.

### Enrollment in Honors Courses

Two opportunities for enrollment in honors are: the standalone honors course and the contract honors course. The standalone honors course is a separate section with a course number and an H identifier. Standalone students who wish to enroll in an honors course must go to their program advisor with a sample schedule that includes
the honors course. The advisor will put students in the course, provided that all eligibility requirements are met.

The contract honors course is an opportunity to do advanced work in a regular course section. The honors work may be different and at a higher academic level. Students who wish to enroll in a contract honors course must complete a contract for either a thesis course or a non-thesis course and submit this contract to their course professor, who will give the contract to the Dean of General Education no later than the second week of classes. If the students cannot complete the honors work, they must notify their course professor and their honors professor by the 8th week for the standard class and by the 6th week for the accelerated classes. Contract courses are not available when students can enroll in a standalone honors section.

Contract coursework is evaluated by the honors professor who determines the assignments to elevate and augment the regular section work. The honors professor in collaboration with the course professor will assign the grade for the contract honors course.

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**Eligibility for the Honors Medallion**

At the end of each course, students receive either a satisfactory ranking or an outstanding ranking for their work in each honors course. Students in the bachelor program who complete four honors courses (standalone honors course or contract honors course) and receive outstanding rankings in three honors courses qualify for the coveted honors medallion. Students in the associate programs who complete two honors course (standalone or contract) and receive outstanding in one honors course also qualify for the honors medallion. The bronze honors medallion is awarded to graduating seniors who have a distinguished record of accomplishment in their courses.

Graduating seniors must apply for the medallion. The Medallion Application is available in the Student Central reception area. The form must be returned to the Honors Council Chair by the due date on the form to ensure adequate time for processing.