

HONORS COLLEGE



Student Handbook 2017-2018

The CSU Honors College is designed for academically talented students committed to engaging in their discipline through experiential learning and creative scholarship.



HONORS COLLEGE
COLUMBUS STATE UNIVERSITY

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This handbook is available online at <http://honors.columbusstate.edu>



COLUMBUS STATE UNIVERSITY

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The CSU Honors College is an affiliate of the National Collegiate Honors Council (NCHC).

Our Vision

The Honors College will make Columbus State University a first choice institution for students who strive to succeed by championing innovative instruction, undergraduate research and interdisciplinary studies.

Our Mission

Our dual mission provides an innovatively delivered curriculum for high achieving students and advances the intellectual growth and recognition of the university. Our program challenges a diverse community of students to individualize their academic experiences, while serving as an institutional champion for undergraduate research, interdisciplinary studies and creative instruction.

Goals for Student Learning

Honors graduates will:

- ❖ Identify resources and evaluate evidence used to support arguments or critiques in multiple academic disciplines.
- ❖ Analyze the commonalities and discords of the different disciplinary perspectives.
- ❖ Design independent inquiry projects that require critical and creative thinking.
- ❖ Demonstrate effective research or performance skills in their academic discipline.
- ❖ Connect their academic experience with local and global community experiences.
- ❖ Experience interactive, innovative, and engaging instructional methods.

Benefits

The CSU Honors College is designed for academically talented students committed to engaging in their discipline through experiential learning and creative scholarship. The college allows its students to design an engaging collegiate experience that takes learning to a new level. Honors students have access to:

- **Honors Coursework**—attend small classes devoted to learning via academic discourse with professors & motivated students, rather than passive listening in large lectures
- **Priority Registration for Classes**—access early class registration for flexibility in planning academic schedules to maximize opportunities for internships, service projects, and research experiences
- **Honors Housing**—have the option of housing with other honors students in either the RiverPark or University Avenue residence halls
- **Study Abroad**—gain a global perspective in and beyond your discipline by utilizing honors designated scholarships to help defray expenses
- **Honors Seminars and Enrichment Courses**—experience cultural, social and interdisciplinary events to connect with other honor students outside their discipline
- **Honors Great Conversation Courses** —engage students in cross-disciplinary analyses at the upper division level
- **Honoris Causa Membership**—join with other honors students in developing projects to serve our campus and community, while maintaining a forum for discussing current campus events and honors offerings
- **Academic Engagement and Undergraduate Research and Publication Opportunities**—develop research or creative projects in their favorite courses under the guidance of specialized faculty mentors
- **Career Advancement**—mentors and designated honors advisors help them build a portfolio of internships, conferences, and research experiences
- **Honors Seal**—receive this coveted seal on their diploma and graduate with a specialized stole on their regalia to showcase their accomplishments



Admission Requirements & Deadlines

The CSU Honors College strives to bring together academically talented students from diverse backgrounds and interests. Students may enter the CSU Honors College either as entering freshmen from high school or as undergraduates from CSU or other institutions of higher education. Tuition scholarships and out-of-state tuition waivers are primarily awarded to incoming freshmen.

High School

High school students who are applying for admission to CSU are encouraged to also apply for admission to the CSU Honors College if they have:

- Earned a combined, converted score of 1200 or higher on the SAT Math & SAT Verbal score, with a 550 minimum on both math and verbal subsections or an ACT composite score of 26.
- Achieved a high school GPA of 3.5 or higher, based on high school academic courses only. **

CSU & Transfer Student Admissions

In order to qualify for admission, current CSU students or students transferring to CSU must meet the following criteria for admissions to the CSU Honors College:

- Earned a cumulative GPA of 3.40 or higher.
- Completed a minimum of 15 semester hours earned that are applicable to a degree program. **
- Recommended by a university faculty member.

Applications should reflect not only the applicant's superior academic records, but also his or her commitment to learning for learning's sake, interest in engaging in their discipline, and willingness to explore other disciplines, cultures and societies. In some cases, students may be admitted provisionally for one semester to insure the likelihood of success in the college and their application will be reviewed at the end of their first term. Provisionally admitted students are allowed to enroll in one honors related course.

Due Dates

Admission to the Honors College is offered on a rolling basis and scholarship consideration will be made for those applications submitted by the Priority Deadlines of January 31st (Presidential Scholarship) and March 1st (Tower and University Scholarships).

Applications will be available at columbusstate.edu/honorsapplication on October 1st.

**Note: Students enrolled in developmental courses or in courses to remediate College Preparatory Curriculum deficiencies may not enter the CSU Honors College. Students not meeting these minimum requirements may be admitted provisionally, if space is available, and are encouraged to apply. All applications will be evaluated for scholarship opportunities that are available through the Honors College.

Scholarships & Grants

The CSU Honors College encourages its members to apply for non-honors scholarships available on campus through a variety of sources including various academic disciplines, the Alumni Association, and through special programs that become available. In addition, the CSU Honors College office advertises local, regional and national scholarship competitions in conjunction with the Office of Financial Aid.

Scholarships awarded through the Honors College may be used in addition to other financial aid, including Georgia's Hope scholarship program. Active participation in the CSU Honors College is required for scholarship renewal. Honors College scholarships are supported by the following scholarship funds:

The Tower Society Scholarship Fund
Community Scholarship Fund
Frank Brown Scholarship Fund
Gerald and Linnie Coady Scholarship Fund
Hollis Leadership Scholarship Fund
James & Gladys Smith Scholarship Fund
James Newsome Scholarship Fund
James W. Hunter Scholarship Fund
John & Judith Satlof Scholarship Fund
Leo & Florence Brooks Scholarship Fund
Pearle A. Thiele Scholarship Fund
T. Hiram Stanley Scholarship Fund
T. Whitley Scholarship Fund
William Fort Scholarship Fund

Entering Freshmen

Each year the Honors College awards a limited number of Presidential, Tower, and University Scholarships to entering freshmen who have been admitted to the CSU Honors College. Applications to the college are reviewed to determine each student's eligibility to compete for these scholarships. Students will be notified of their eligibility to compete for scholarships, and additional information may be requested at that time.

The Presidential Scholarship is an annual, renewable scholarship of up to \$5,000. The Tower Scholarship is an annual, renewable scholarship of up to \$2,500. Both the Presidential and Tower Scholarships may be renewed up to four years and include a one-time study abroad stipend of up to \$3,200 that may be used when the Honors scholar reaches their junior year. The University Scholarship is a one-time scholarship, valued at \$1,000 that may be converted to a Tower Scholarship (less the study abroad stipend), based on the student's performance during the freshman year.

Honors College Scholarship for Undergraduates

The Honors College Scholarship for Undergraduates is designed to award active participation in the Honors College and support all academic activities that may enhance the education and development of its best scholars. The goals of this scholarship program are to retain outstanding students at CSU and support national and international pursuits that raise the stature of the Honors College. Scholarships of up to \$1250 per semester, renewable up to four semesters, would be awarded based upon funding available. Funding remaining available from endowments after the “Entering Freshmen” competitions would be used as well as funds from prior scholarship recipients who have withdrawn or were suspended from the college.

To be eligible for the Honors College Scholarship for Undergraduates, undergraduates must have completed 45 credit hours, of which 9 credit hours is in honors college coursework. These students should also be active members of the Honors College (Honors College members on probation are not eligible). The application deadline is April 15th.

Study Abroad

All members of the CSU Honors College, including those receiving the Honors Scholarships listed above, are provided access to specially designated study abroad scholarships and given first priority to general study abroad scholarships to cultivate global and cultural perspectives. The Center for International Education (CIE) offers a wide variety of programs from spring break field experiences to semester long exchanges, and students are encouraged to explore courses within their majors or as electives. Study abroad scholarships are available for all levels (e.g. freshmen, sophomores) and applications are located at CIE.



Out-of-State Tuition Waivers

The CSU Honors College offers a limited number out-of-state tuition waivers annually. The waivers are renewable for up to four years and require active participation in the CSU Honors College. Students applying to the Honors College by March 1st as entering freshmen, transfer, or CSU students are eligible.

Undergraduate Research & Experiential Learning Grants

Scholarly and creative projects are one of the cornerstones of the CSU Honors College, and its members are encouraged to apply for Student Research and Creative Endeavors (SRACE) Grants to support projects related to their thesis or Honors Contract work. The SRACE Grant program, funded by the Office of the Provost, provides up to \$300 for materials, supplies, or travel costs to disseminate research findings or creative projects.

The Honors College also offers Educational Activity Grants which are small grants to support co-curricular activities include funding to support research, conference travel, and study abroad programs. Applications are due December 15th and April 15th of each year.

Internal & External Scholarships

All members are encouraged to apply for scholarships that periodically become available from local, regional, and national sources. The CSU Honors College Office advertises scholarships and announces due dates via email and using the CSU Honors College Calendar, and will disseminate any information about new scholarship resources provided by its members. Some recent scholarship opportunities include:

- Udall Scholarships
- Barry Goldwater Scholarship
- Science Technology Engineering & Mathematics (STEM)
- National Society of Collegiate Scholars
- Phi Kappa Phi Honors Society



Honors Expectations

Maintaining Active Status

Active members of the CSU Honors College are students who are enrolled in coursework contributing to their progress in the CSU Honors College each fall and spring semester. Students with active status are granted priority registration. Status of all members will be checked on April 15th and October 15th of each academic year.

Enrollment Requirements

Once admitted into the CSU Honors College, members must attempt a minimum of twelve semester hours per semester and must maintain a 3.40 cumulative GPA. Members with Honors Scholarships must enroll in a minimum of twelve semester hours per semester. Enrollment in any honors designated course, courses accompanying an honors contract, study abroad, or courses contributing to program requirements (such as internationally themed and Servant Leadership) will be evidence of progress toward completion of the Honors College requirements. Members who are not enrolled in at least one of these courses but wish to remain on active status must notify the Honors College Office in writing and provide a justification for their lack of enrollment.

Communications

CSU Email accounts are the official communication method of the CSU Honors College and all members are expected to maintain their accounts. Announcements and deadlines are sent through email and members are responsible for knowing their content. Alternative email addresses, in addition to CSU email, will be utilized for incoming freshmen only for one month after the start of the term to assist with communication. In addition, the CSU Honors College maintains a Google Calendar which students may add to their personal calendar. College events, contract and scholarship deadlines are kept on the calendar and members may add items by contacting the Honoris Causa president or secretary.

Leadership & Service Requirements

One of the goals of the CSU Honors College is to foster leadership development and civic engagement. Therefore, all members of the CSU Honors College must commit to serving their community each year. Students may elect to:

- Complete and log by May 1st each year 15 service hours in the community. Organized opportunities are announced during bi-weekly meetings of Honoris Causa. Service hours are logged through CSUinvolve.
- Serve as an elected officer in a campus or community organization.
- Act as an Honors Ambassador.

Service and leadership commitments should be substantive and contribute to your personal growth. Students may explore service opportunities available on the CSU Honors College website and are strongly encouraged to denote their activities on their annual curriculum vitae.

Semester & Annual Document Checklist

The CSU Honors College expects its members to develop academically, professionally, and culturally through many activities in and outside the classroom. In order to support each member's progress and monitor the effectiveness of the delivery of all CSU Honors College components, documents are collected and distributed through the CSU Honors College office at the end of each semester and annually. Below is a checklist for all members to assist them in tracking their progress and developing a portfolio.

Semester Checklist

Each member should:

- Receive & review their Honors Progress Report
Report will be emailed after final grades are submitted. Members should review the report and email the Honors College Office if they notice any deficiencies.
- Complete an evaluation of Honors Lower Division courses (if applicable)
In addition to standard course evaluations, members enrolled in honors designated courses will receive an evaluation form.
- Complete an evaluation of Honors Contracts (if applicable)
If members complete an honors contract, they will receive via email an evaluation for regarding the contract process near the end of term.

Annual Checklist (Due by May 1st)

- Service Hours
Members must record their service hours as they occur through CSUinvolve. All non-honors hours must include contact information for supervisors/coordinators of the service activities.
- Curriculum Vitae
Designed to help develop each member's portfolio for postgraduate school and careers, members are required to submit a curriculum vitae documenting their professional development utilizing the format available online.

Curriculum Requirements

Overview

Students entering the Honors College after Spring 2017 will need to meet the requirements outlined below:

- 2 semester hours of ITDS 1779H: Scholarship Across the Disciplines
- 3 semester hours of lower division courses designated as Honors
- 3 semester hours of HONS 3555: Great Conversations
- 3 semester hours of one of the following:
 - o HONS 4901 Senior Project Proposal & HONS 4902: Thesis and Oral Defense
 - o HONS 4901 Senior Project Proposal & HONS 4002: Alternative to the Thesis

AND students must earn 10 points in each of the following Honors Categories:

- Academic Enhancement
- Personal Enrichment
- Research & Inquiry

Scholarship Across the Disciplines

This course is offered every Fall and Spring semester beginning Fall 2014. Students are introduced to scholarship across academic discipline through invited talks by university researchers working in nationally and globally significant projects. Presentations are accompanied by reading and writing assignment that develops essential undergraduate research skills such as writing reviews of related literature, critiquing appropriate sources, the identification of research problem, critical analysis of texts, or confrontations with work of arts.

Lower Division Courses

Lower division honors courses are offered in most subject areas and are designated with an “H” suffix, (e.g. POLS 1101H) and come in two types. Honors dedicated courses have a maximum enrollment of 18 students and are restricted to honors and high achieving students. Courses are taught through discourse, rather than lectures and may have accompanying field trips and enrichment activities. Second, occasionally honors courses are “cross listed courses” with traditional or study abroad courses with non-honors students. These courses allow students access to our most distinguished and popular professors who teach large enrollment courses or to study overseas with non-honors students. Honors students typically work together in groups under the direction of the professor to complete projects that extend the material discussed in lecture. If the coursework is imbedded within Study Abroad programs, and if taken with HONS 3510, it may satisfy both the lower division and international education requirement.

Lower division courses are offered on a rotating basis to enable students to fulfill their CORE curriculum requirements (Areas A-E) while meeting CSU Honors College requirements.

Upper Division Honors Contracts

The primary method of earning honors credit in upper-division courses is to complete an honors contract. Students can transform any upper-division course into an honors course by developing a project through consultation and collaboration with a faculty member. All contracts must be submitted online through myCSU by mid-term of the semester to the CSU Honors College Office for approval.

All honors contracts should enrich the quality of your educational experience rather than simply increasing the workload. Therefore, you should consider proposing contracts in courses related to your major that will enhance your academic portfolio.

An Honors Contract should be:

- An opportunity for undergraduate research
- A chance to delve deeper into your area of interest
- A chance to do in-depth learning with a mentor
- A way to extend the student-professor relationship
- Preparation for graduate-level work

An Honors Contract must not be:

- Graded assignments
- Busy work
- A longer paper
- Extra homework problems
- Extra reading assignments
- Part of the expected workload of the class

Possible contracts include:

- Working in an apprentice-like role on a research project
- Analyzing original or primary sources related to course materials
- Additional reading, discussion, and synthesis on a topic of mutual interest to the student and instructor
- Completing a literature review or writing policy paper
- Synthesizing cross-disciplinary concepts related to course materials
- Designing teaching tools or adapting course material for use in pre-college or lower division classes (especially appropriate for future teachers)

Policies for Honors Contracts

An Honors student may attach an Honors Contract to any upper-division course (3000 or above) in which he/she is enrolled. While courses are typically selected from a student's discipline, students may contract with any upper division course that contributes to their specific educational goals and is approved by the CSU Honors College Office. To maintain the quality of Honors Contracts, no faculty member may engage in more than three contracts per semester in all courses taught.

Honors Contract Procedures

The project associated with the Honors Contract must be mutually developed by the faculty member teaching the course and the Honors student.

Proposal: The Honors Contract Proposal Form should be completed online, by logging into myCSU, and submitted for approval by the CSU Honors College Office **before the midterm of the semester** in which the course is offered.

Approval: The CSU Honors College Dean has final determination of whether the proposed contract has the potential to meet the CSU Honors College learning outcomes and if completed, will earn honors course credit. If the contract is not approved, the CSU Honors College Office will consult with the faculty member teaching the course, with the Honors student, and with the department chair, advising them of possible revisions.

Progress Check: Two weeks before the end of the semester, the CSU Honors College Office will check with all faculty members engaged in Honors Contracts to determine the likelihood of students' contract completion. If the contract is likely to be completed, a new section of the course will be created for the student with an honors designation which is cross-listed with the original section and the faculty member will be the primary faculty of record.

Contract Completion & Evaluation: One week prior to the end of the semester, the CSU Honors College Office will send an Honors Contract Completion Form to all faculty members engaged in Honors Contracts along with the Honors Contract Faculty Evaluation Form. The faculty will complete both forms and return it to the Honors College Office no later than the last day of finals, and then submits the grade in ISIS under the newly created honors section.

The project associated with the Honors Contract must be completed and submitted to the faculty member no later than the first day of finals. The student will then complete the Honors Contract Student Evaluation Form, and if the Honors Contract involves any artifacts appropriate for archiving (e.g. term papers, videos) the student will submit a copy of the project to the Honors College Office. A copy of the student's work may be put in the student's file, or may put it on display in the library or on the Honors website for interested parties to view.

If the student fulfills the contract as specified, the course will be given the "H" designator or "Honors" will be added to the course description on the transcript. (The one exception occurs if the course is followed by a "U"; then the "H" can't be added. However, the student's yearly benchmark report card will reflect the fulfillment of the honors contract.) The course will not be designated with an "H" or termed Honors if the student does not fulfill the terms of the contract. Failure to complete the contract will not affect the student's grade in the course, only the student's designation of the course as Honors.

Contract Student Checklist

- Meet with course instructor to discuss contract idea
- Consider applying for external or internal funding to support your project
- Submit Honors Contract Proposal Form Online (Due by Midterm Date)
- Consider applying to present your project at conferences
- Complete project (Due no later than the 1st day of finals)
- Submit any artifacts from contract & Honors Contract Student Evaluation Form to the CSU Honors College office.

HONS 3555: Great Conversations

This seminar is designed to engage students in cross-disciplinary analyses at the upper division level. Ideally, the course is team-taught by faculty who select a specific topic that may be viewed from different disciplinary perspectives. Faculty will provide relevant readings, assignments, or other experiences (guest lectures, field trips, etc.) that will inform extended discussions that challenge students to re-examine current and enduring issues. Since the topics vary, the course may be repeated as an elective.

HONS 3000: Honors Academic Enrichment Seminars, HONS 3010: Honors Global Perspective Seminars & HONS 3020: Honors Personal Enrichment Seminars

Each student completes on-campus enrichment courses in order to meet the curricular requirements of the college. The courses are designed to interconnect disciplines and enrich the collegiate experience through cultural, historical, and social perspectives.

HONS 3000 are zero-credit hours and open only to members of the CSU Honors College, who guide the selection of topics offered. Topics vary each term and extend beyond standard university offerings. Some of the past topics include: international films, world religions, American Sign Language, photography, varieties of Protestantism, and history and arts venues. HONS 3000 courses are open to all honors students, including freshmen, and are graded S/U (satisfactory/unsatisfactory).

HONS 3010 Global Perspective Seminars expose students to events and activities designed to enhance their cultural awareness and view our world from a global perspective. Each seminar requires 12-15 contact hours and may be repeated for credit with different topics. Any student from first year to senior year may enroll in up to two sections the same semester.. HONS 3010 courses are open to all honors students, including freshmen, and are graded S/U (satisfactory/unsatisfactory).

HONS 3020 Personal Enrichment Seminars are designed to develop career and life skills such as resume building, soft skills, interviewing techniques, meditation, grant writing, and personal finance. Each seminar requires 12-15 contact hours and may be repeated for credit with different topics. Any student from first year to senior year may enroll in up to two sections the same semester. HONS 3020 courses are open to all honors students, including freshmen, and are graded S/U (satisfactory/unsatisfactory).

HONS 3510: Honors International Study & HONS 3025: Honors Service Learning

Each member of the CSU Honors College is encouraged to engage in at least one off-campus enrichment activity in the form of a study abroad or a service learning project. This requirement is typically completed during the junior year and is designed to develop global perspectives and civic responsibility.

Most members elect to study abroad and enroll in HONS 3510 during the semester they complete coursework at an international venue. To earn a satisfactory grade, students must that document their experience during their study abroad either electronically (e.g. blog or website) or through a reflective journal. Students are encouraged to include photography, sketches, and other meaningful items to enhance a readers understanding of their experience.

As an alternative, members may opt to develop a semester-long service learning project in which they apply knowledge and skills specific to their academic majors to their work with individuals and/or groups in the community. Students may develop service learning projects as teams or individually and must submit a proposal for their project prior to enrolling in HONS 3025. To earn

a satisfactory grade in HONS 3025, students must identify a local agency and community need, develop a proposal to provide a service that meets that need, perform the service, and formally present their work to the community and other honors students.

Capstone Experience: Thesis & Alternative to Thesis

During the final year of the CSU Honors College, members complete a capstone experience which includes a thesis or an alternative to thesis (including juried performances). Students are encouraged to begin thinking about their thesis topic during their junior year, and many times, students discover their topic while completing an Honors Contract. Students are encouraged to enroll in HONS 4901 Honors Senior Project Proposal no later than one semester prior to their intended graduation. During the proposal process, you will work with a professor in your discipline and with the Honors College Office to determine whether a thesis or an alternative to thesis is best suited to your senior project. **Note: All Biology Majors and English majors in the Creative Writing Track have special requirements for their capstone experience as described in the section [“Thesis Process for Specific Majors.”](#)**

HONS 4901: Senior Project Proposal

The capstone experience for honors members may begin as early as the junior year and student should enroll in HONS 4901 Senior Project Proposal no later than the semester prior to their intended graduation. Students often begin to develop ideas for their thesis or alternative to thesis during their junior year during work with honors contracts or by attending senior defenses or performances. **All Biology Majors and English majors in the Creative Writing Track have special requirements for their capstone experience as described in the section [“Thesis Process for Specific Majors.”](#)**

The Senior Project Proposal course is a one credit hour course that is graded as Satisfactory or Unsatisfactory and may be taken the same semester as the two credit hour courses, HONS 4902 or HONS 4912, depending upon the timing of the project’s completion. To earn a satisfactory grade, honors members must:

1. Meet with the Honors Dean or his/her designee to discuss your senior project. This meeting is designed to clarify the process of completing the senior project, resources available to you, and your responsibilities. During the meeting students will also be shown examples of prior projects and discuss the differences between thesis projects and alternative projects that would qualify for honors level work. Students should consider applying for university grants, if available, to support materials, travel, and supplies for their work.
2. Select and meet with Thesis or Senior Project Advisor. Students should request a faculty member in their major to serve as their thesis (or senior project) advisor but may be allowed, with approval from the Honors Dean, to select advisors outside their major if academic rationale is provided. Students will work with the advisor to decide on an appropriate topic, develop the timeline for the project, and discuss research methods appropriate to the discipline and overall expectations for the honors project. Once you have selected and met with the Thesis Advisor, notify the Honors College Dean via email. It is important to note that all students are responsible for initiating contact and maintaining good communication with their Thesis Advisor throughout the process of completing the senior projects.
3. Attend a peer oral defense or lecture recital. Students should plan to attend at least one oral defense of an honors thesis, if available, during the semester to understand the scope and depth of the honors thesis. It is preferable to attend a defense in your discipline or one closely related, but it is not a requirement.

4. Complete the Thesis Proposal & Thesis Proposal Form. The form, available online at honors.columbusstate.edu, must be signed by the student, the thesis advisor, and the Honors College Dean. The senior project proposal (5-10) pages should be attached to the Proposal Form along with a timeline for completion. Language utilized in the proposal is often incorporated into the senior project, but the proposal must include the background and scope of the project, methodology or procedures, the expected format (e.g. thesis or alternative to thesis, citation style, etc.) and if an alternative to a thesis is selected, a thorough description of the end product. **Note: Music students selecting the alternative to thesis option are required to complete a juried lecture recital.** Proposals for lecture recitals should include a discussion of how the proposed presentation will interweave the aspects of lecture and performance.

Upon approval, students will receive an “S” for HONS 4901 and be enrolled in HONS 4902 to complete the honors thesis and oral defense or HONS 4912 to complete an alternative project. If the proposal is not approved within one semester, the student will receive an “IP” for “In Progress.” If you do not believe you will complete the project you must contact the Honors College Dean prior to the end of the semester.

HONS 4902: Honors Thesis & Oral Defense

Honors Thesis: The goal in having the thesis is to demonstrate student capability to initiate, conduct, complete, and present research that is worthy of recognition in their own fields of study. The length of a thesis will vary according to the nature of the discipline but is generally shorter in the sciences (25-35 pages) and longer in the humanities, business, and social sciences (40-60 pages). Citation method (APA, MLA, Turabian, Chicago, etc.) will vary by discipline and should be denoted on the thesis proposal. Some departments or disciplines view student thesis work as something not only that should be presented in conferences (state, regional, national, or international) but also should produce a manuscript submission for journals. For these situations, the Honors College Dean and Thesis Advisor will collaboratively set length requirements. All final drafts of the thesis should be submitted to the Oral Defense Committee for review at least one week prior to the defense. To complete the Honors College requirements and receive the Honors Seal, graduating students must successfully defend their thesis prior to the end of the semester in which they will graduate.

Oral Defense Committees & Thesis Defense: The thesis advisor, in consultation with the honors student, will select one or two other faculty members with expertise related to the senior project to serve as voting members on the Oral Defense Committee. The Thesis Advisor will Chair and be a voting member of the committee. The CSU Honors Dean will appoint one non-voting member (which could be the Dean) from the Honors Education Committee to serve on the committee.

All students are encouraged to defend their thesis at least three weeks prior to the end of the term to allow for revisions, if required. The student will give committee members of the Oral Defense Committee a copy of their thesis for review at least one week prior to the defense. The defense must be attended by all voting committee members who will meet immediately following the student presentation to discuss both oral and written work, make suggested edits (if any), and to decide whether or not student passes “as is,” “with minor edits,” “substantial changes under oversight of Thesis Advisor,” or “needs to make major changes in written and oral work.” Should the committee suggest the latter, the student and Thesis Advisor would need to set another defense date – meeting the same timeline expectations provided for the first defense. In this case, the student could defend before semester’s end (if the 2nd defense date allows sufficient time before semester’s end).

An unsuccessful defense or juried recital will not in itself interfere with a student’s graduation unless the thesis hours are needed for graduation. If the defense is unsuccessful, the student

may revise the thesis according to the recommendations of the committee and may defend a second time. If the second attempt is unsuccessful, the student will not have satisfied the requirements of the Honors College, even though all other requirements may be fulfilled. Academic misconduct, including plagiarism, associated with an honors senior project will result in an unsatisfactory grade for the course.

Students should prepare copies of the Thesis Cover Page prior to the defense, and if the defense is successful, members of the committee will sign the cover page at the end of their deliberations.

Thesis Binding: Two copies of the bound thesis will be placed in the Simon Schwob Library; one copy will be given to the Honors College. Students should also check with their academic department to determine if a bound copy is desired. Students completing projects may include a DVD or CD which may be placed in pockets adhered to the back cover of the thesis. Current instructions on preparing a thesis for binding is available on the library website at: https://library.columbusstate.edu/docs/csu_etd_approval.pdf.

It is the responsibility of the Honors student to provide CSU with at least three bound copies of the thesis. The student may order more copies for personal use. A hold will be placed on your diploma if your thesis has not be submitted to the library by the time you walk.

HONS 4912: Alternative to Honors Thesis

Alternative projects have the same goal as completing an honors thesis, which is to demonstrate a student's capability to initiate, conduct, complete, and present research that is worthy of recognition in their own fields of study. However, for many disciplines an alternative presentation may be better suited to illustrate an honors student's capabilities. Alternatives to thesis projects may also include a wide variety of artistic displays, films, performances, computer program development, etc. For example, in theatre, the thesis alternative could involve a set design or other impressive project that is accompanied by a written bound work. For music students, the alternative to thesis must be a lecture recital that is a synthesis of performance and scholarship and may include, for example, aspects of performance practice, analysis, or pedagogy pertaining to music programmed on the student's senior recital. The format of the lecture recital includes reading a prepared paper (illustrated with performed excerpts) followed by a complete performance of the work. *Music students are encouraged to attend other honors lecture recitals as early as their freshman year in order to become acquainted with this requirement of the Honors College.*

Preparation Guidelines for Alternative to Thesis: All projects must result in a written bound project and must be reviewed by a jury or oral defense committee. The length of the written work will vary based upon the nature of the discipline and project and should be delineated in the senior project proposal, along with any citation method utilized (APA, MLA, Turabian, Chicago, etc.) Some departments or disciplines view student projects as something not only that should be presented in conferences (state, regional, national, or international) but also should produce a manuscript submission for journals. For these situations, the Honors College Dean and Thesis Advisor will collaboratively set length requirements. All final drafts of the written portion of the project should be submitted to the Jury or Oral Defense Committee for review at least one week prior to the juried performance or defense. To complete the Honors College requirements and receive the Honors Seal, graduating students must successfully complete all aspects of their senior project prior to the end of the semester in which they will graduate.

Juried Lecture Recitals: Students selecting this option will present their work first to a jury, and if the recital is successful, they will present their work to the public. Juried lecture recitals must occur three weeks prior to the public lecture. The senior project advisor, in consultation with the honors student, will select one or two other faculty members with expertise related to the senior project to serve as voting members on the Jury. The senior project advisor will Chair and be a voting member of the jury. The CSU Honors Dean will appoint one non-voting member (which could be the Dean) from the Honors Education Committee to serve on jury.

All students are encouraged to defend their senior project at least three weeks prior to the end of the term to allow for revisions, if required. The student will give jury members a final draft of the written portion of their project at least one week prior to the juried performance. The performance must be attended by all voting jury members who will meet immediately following student presentation to discuss both oral and written work, make suggested edits (if any), and to decide whether or not student passes “as is,” “with minor edits,” “substantial changes under oversight of Senior Project Advisor,” or “needs to make major changes in written and/or oral work.” Should the committee suggest the latter, the student and Senior Project Advisor would need to set another jury date – meeting the same timeline expectations provided for the first defense.

An unsuccessful juried recital will not in itself interfere with a student’s graduation unless the course hours are needed for graduation. If the project is unsuccessful, the student may revise the project according to the recommendations of the committee and may perform a second time. If the second attempt is unsuccessful, the student will not have satisfied the requirements of the Honors College, even though all other requirements may be fulfilled. Academic misconduct, including plagiarism, associated with an honors senior project will result in an unsatisfactory grade for the course.

Students should prepare copies of the Thesis Cover Page prior to the jury, and if the performance is successful, members of the jury will sign the cover page at the end of their deliberations.

Oral Defense Committees & Project Defenses: The senior project advisor, in consultation with the honors student, will select one or two other faculty members with expertise related to the senior project to serve as voting members on the Oral Defense Committee. The senior project advisor will Chair and be a voting member of the committee. The CSU Honors Dean will appoint one non-voting member (which could be the Dean) from the Honors Education Committee to serve on the committee.

All students are encouraged to defend their project at least three weeks prior to the end of the term to allow for revisions, if required. The student will give committee members of the Oral Defense Committee for review at least one week prior to the defense. The defense must be attended by all voting committee members who will meet immediately following student presentation to discuss both oral and written work, make suggested edits (if any), and to decide whether or not student passes “as is,” “with minor edits,” “substantial changes under oversight of Senior Project Advisor,” or “needs to make major changes in written and oral work.” Should the committee suggest the latter, the student and Senior Project Advisor would need to set another defense date – meeting the same timeline expectations provided for the first defense. In this case, the student either could defend before semester’s end (if the 2nd defense date allows sufficient time before semester’s end).

An unsuccessful defense will not in itself interfere with a student’s graduation unless the course hours are needed for graduation. If the defense is unsuccessful, the student may revise the project according to the recommendations of the committee and may defend a second time. If the second attempt is unsuccessful, the student will not have satisfied the requirements of the Honors College, even though all other requirements may be fulfilled. Academic misconduct, including

plagiarism, associated with an honors senior project will result in an unsatisfactory grade for the course.

Students should prepare copies of the Thesis Cover Page prior to the defense, and if the defense is successful, members of the committee will sign the cover page at the end of their deliberations.

Written Project Binding: Two copies of the bound thesis will be placed in the Simon Schwob Library; one copy will be given to the Honors College. Students should also check with their academic department to determine if a bound copy is desired. Students completing projects that include an alternative performance, lecture recital, etc, should include a DVD which may be placed in pockets adhered to the back cover of the thesis. Current instructions on preparing a thesis for binding is available on the library website at:

http://library.columbusstate.edu/about_us/departments/cataloging/theses.asp

It is the responsibility of the Honors student to provide CSU with at least three bound copies of the thesis. The student may order more copies for personal use.

Senior Project Process for Specific Majors

Biology Majors

Since the biology program imbeds undergraduate research into its curriculum, honors students are expected to complete the course sequence BIOL 4391, 4392, and 4393 at an honors level and do not complete HONS 4902 or HONS 4912. This course sequence completes a senior project in biology, which undergoes an approval process which includes presentations to peers and professors within the department. In addition, honors students must present their research at a professional meeting, such as Beta Beta Beta, Association of Southeast Biologists, or the Georgia Academy of Science. The approved project is bound and otherwise treated as a thesis. Biology majors should consult with their academic advisor regarding all deadlines with respect to developing and completing their undergraduate research project, but must (1) present research proposals and the final thesis draft to the Honors College for review; (2) invite the Honors Dean in the campus presentation; (3) adhere to the thesis preparation instructions and binding deadlines.

English Majors in the Creative Writing Track

English Majors who are completing the Creative Writing Track should plan to write their thesis in one of the three major genres—poetry, fiction, or creative nonfiction. They must take the advanced writing workshop in that genre and meet the requirements for a senior thesis in that genre as established in the Course Catalog. Rather than taking ENGL 4999: Creative Writing Senior Thesis, however, they should plan to take HONS 4901 and HONS 4912. This course sequence completes an Honors project in creative writing, which undergoes an approval process that includes submission of the creative work in the portfolio to literary journals and contests deemed suitable for students' specific material. They will consult with their thesis director (selected based on the genre in which they write their thesis) on which journals and/or contests would be promising candidates for submitting their work, composing a cover letter, and preparing the manuscript. They will be required to submit their work to at least five literary journals, though up to two approved writing contests may be substituted for a corresponding number of journals. Creative Writing Track majors should consult with their academic advisor regarding all deadlines with respect to developing and completing their senior thesis, but they must (1) present research proposals and the final thesis draft to the Honors College for review; (2) invite the Honors Dean to the thesis defense; (3) adhere to the thesis preparation instructions and binding deadlines.

Senior Project Preparation Timeline & Check List

Timeline Date	Completed	Task
	<input type="checkbox"/>	Register for HONS 4901 <ul style="list-style-type: none"> ▪ Recommendation: First semester of senior year
	<input type="checkbox"/>	Meet with Honors College Dean or Designee
	<input type="checkbox"/>	Select Faculty Thesis or Senior Project Advisor from within your discipline
	<input type="checkbox"/>	Establish Senior Project Completion Timeline (Include with proposal)
	<input type="checkbox"/>	Complete & Submit Senior Project Proposal Form & Written Proposal
	<input type="checkbox"/>	Register for HONS 4902, HONS 4912 <ul style="list-style-type: none"> ▪ Recommendation: Second semester of senior year
	<input type="checkbox"/>	Complete Literature Review and/or Data Collection
	<input type="checkbox"/>	Select Oral Defense Committee or Jury consisting of <ul style="list-style-type: none"> • Two faculty members from your discipline (Thesis Advisor Selects) • One faculty member from the Honors Education Committee (Honors Dean Selects)
	<input type="checkbox"/>	Schedule an Oral Defense or Juried Lecture/Recital <ul style="list-style-type: none"> ▪ Requirement: No less than three weeks prior to end of semester
	<input type="checkbox"/>	Deliver final draft of thesis to Oral Defense Committee or Jury <ul style="list-style-type: none"> ▪ Requirement: No less than one week prior to defense or juried performance
	<input type="checkbox"/>	Pass Oral Defense or Juried Lecture/Recital
	<input type="checkbox"/>	Complete Final Copy of Thesis
	<input type="checkbox"/>	Public Performance of Lecture/Recital or Thesis (if applicable)
	<input type="checkbox"/>	Submit Thesis for Printing & Binding <ul style="list-style-type: none"> • Order at least three copies for CSU: Two for library; one for Honors College
	<input type="checkbox"/>	Deliver completed bound thesis to the Honors College

Senior Project Cover Page Format and Example

Thesis Cover Page Format

Title of Thesis
by
Student's Name

Place on top third of page

A Thesis Submitted in Partial Fulfillment of
Requirements of the CSU Honors College
for Honors in the degree of
(specify degree)
in
(specify discipline/major)
College of (specify college)
Columbus State University

Information should be horizontally centered

Place on middle third of page

Thesis Advisor* _____ Date _____
(Type Name Here)

Committee Member* _____ Date _____
(Type Name Here)

Committee Member _____ Date _____
(Type Name Here)

Honors Committee Member _____ Date _____
(Type Name Here)

Honors College Dean* _____ Date _____
(Type Name Here)

Include as appropriate

*Must be included. Students may opt for one additional committee member and the Dean may appoint one reader from the Honors Committee.

Thesis Cover Page Example

The Analysis of Honors Thesis Writing: Excellence and Bravado Among
Talented Undergraduates

by
Jane Q. Honors

A Thesis Submitted in Partial Fulfillment of
Requirements of the CSU Honors College
for Honors in the degree of
Bachelor of Arts
in
Sociology
College of Letters & Sciences
Columbus State University

Thesis Advisor _____ Date _____
Dr. William Schuster

Committee Member _____ Date _____
Dr. George Tower

Honors Committee Member _____ Date _____
Dr. Frances Columbus

Honors College Dean _____ Date _____
Dr. Samantha Honors

Honoris Causa

Members of the CSU Honors College have the privilege of joining Honoris Causa, our award winning campus organization. Honoris Causa translates into “for the sake of honor” in Latin and characterizes the dedication and leadership exhibited by its members through its many campus, community and cultural activities. Members in the organization work together on student-generated service projects, advising and shaping the CSU Honors College curriculum, and coordinating academic and social events.

Participation in Honoris Causa allows members to develop projects to serve our campus and community, while maintaining a forum for discussing current campus events and honors offerings. As one of the leading student organizations, Honoris Causa sponsors the annual student colloquium, CSU Tower Day, where undergraduate students showcase their research, paper presentations, creative projects, and original works.

Members are encouraged to assume leadership roles, both in Honoris Causa and within their disciplines, to develop skills that allow deeper civic engagement and promote community interaction. Our students in the past have coordinated:

- Fundraising events for charity: water, Heifer International, March of Dimes, and others
- Service projects such as tutoring and reading to at-risk youth
- Study groups and academic resource exchanges
- Social activities such as movie nights, game nights, and picnics
- Selection of Honors Enrichment course topics, field trips, and honors course offerings.

Active Membership

Membership in Honoris Causa is strongly encouraged since the organization is essential to the success of the overall college and is used as a vehicle to communicate curriculum and policies. Students who have received honors scholarships are required to be active, dues paying members of the Honoris Causa. Active members attend at least two Honoris Causa events or meetings by the Thursday prior to the start of Priority Registration. Members may choose to attend meetings on Main campus or on the RiverPark campus. Schedules of sponsored events are available on the CSU Honors College Google Calendar and are announced at the beginning of each semester. Additionally, either 15 hours of volunteer service or participation in two Honors College endorsed service days each academic year must be completed.

Students interested in becoming officers should see the [Honoris Causa Bylaws and Constitution](#).

Officers 2017-2018

Jocelyn Canedo, President
Alex Jones, Vice President Main Campus
Joshua Partridge, Vice President RiverPark Campus
Abby Grace Moore, Secretary Main Campus
Joshua Richmond, Secretary RiverPark Campus
Anju Shajan, Treasurer Main Campus
Jacque Dunton, Treasurer RiverPark Campus
Caitlyn Gallagher, Social Media Coordinator
TBD, Social Event Coordinator
Caleb Corbin, SGA Representative

Probation, Suspension, & Reinstatement

The probation, suspension, and reinstatement policy is designed to encourage and support students to complete the CSU Honors College. The process entails additional communication between students, their academic advisors and the CSU Honors College to coordinate services that can lead to improved academic outcomes and the successful completion of the CSU Honors College.

Warnings & Probation

Each semester during winter and summer break, members of the CSU Honors College will be provided a benchmark assessment entitled “Honors Course Requirements Report” via email. This report will contain the member’s cumulative grade point average and progress toward completing their CSU Honors College requirements. If a member of the CSU Honors College fails to progress towards CSU Honors College completion, they will also receive notification warning of impending probation.

A member will be placed on probation if:

- His/her cumulative GPA falls below 3.4, and/or
- Has not maintained active status for two consecutive semesters

Probation will last one semester during which students must meet with their academic advisor and the CSU Honors College Advisor to discuss plans to improve their performance which may include coordinating tutoring or academic support services and prepare an academic plan outlining remaining required coursework needed. During probation, students may continue to take Honors Coursework and participate in Honoris Causa events and are required to attend at least two events by the Thursday prior to the start of the Priority Registration period.

Suspension & Reinstatement

At the end of the probation period, if the cumulative grade point average is below 3.4 or the student has failed to maintain active status, the student will be suspended from the CSU Honors College. Reinstatement may occur if the student’s grade point average returns to 3.4 or higher AND the student petitions the CSU Honors College for formal reinstatement. Student petitions must include a proposed academic plan delineating how the student can complete the CSU Honors College requirements prior to graduation.

Petitions of exception to any probation, suspensions or reinstatement may be submitted to the CSU Honors College Dean for consideration.