TO: The Academic Senate

FROM: Committee on Instruction and Curriculum (CIC)

SUBJECT: University Honors Program

PURPOSE: For Action by the Academic Senate

ACTIONS REQUESTED: Continuation of the University Honors Program for the indefinite future, with 12 units assigned time for the Director and a requirement that the Director report annually to the Executive Committee. Approval of Modifications of Honors Program Policies (attached)

BACKGROUND INFORMATION: Two years ago (01-02 CIC 3 amended), the Senate called for a review of the honors program in two years to consider whether it should be discontinued. At its meeting of November 17, 2003, CIC discussed many aspects of the University Honors Program with its new director, Professor Stevina Evuleocha, including the standards expected from honors students, the reasons for the program’s growth in two years from 0 to 62 students, and the present and projected future costs of the program. A motion was passed 10-0-0 to a) continue the program without a time limit but with a requirement that the Director report annually to the Executive Committee, and b) recommend that the Director receive 12 units of assigned time for 03-04.

At its meeting of January 12, 2004, CIC carefully reviewed the University Honors Program Policies with Director Evuleocha and agreed by a vote of 10-0-0 to make a series of changes (see attached) designed to place the document in accord with the real needs of the program as it exists today and to encourage its growth.

Attachments: November 3rd letter from Director Evuleocha to CIC and Honors Program Policies, as specified in 01-02 CIC 3 and revised by CIC
California State University, Hayward
University Honors Program Policies

These policies will take effect immediately upon the approval of the Academic Senate.

Admission
Admission to the program is open to (a) undergraduate students admitted to the University with a minimum 3.60 G.P.A. and (b) students who have maintained a 3.60 G.P.A. in their last 36 quarter (or equivalent semester) units of baccalaureate level coursework. In addition, eligible students must have satisfied the EPT/ELM requirements.

Maintaining Membership
To remain in good standing in the program, students must complete at least 4 honors units per academic year with grades of “B” or better, and maintain a minimum G.P.A. of 3.50 for all CSUH course work taken subsequent to being accepted to the Honors Program. Students who fail to meet the maintenance requirements for two consecutive quarters will be dropped from the program.

Graduation from Program
Students must complete a minimum of 21 honors units with a minimum G.P.A. of 3.60 for all CSUH course work taken subsequent to being accepted to the Honors Program. Honors students must also take the one-unit Honors Seminar to graduate from the program. Honors units will only be assigned on completion of courses approved by the Honors Program Director, in which the student earns a “B” or better and completes an honors project to the satisfaction of the instructor of the course. Honors courses may be in the student’s major or minor, as well as in general education, and/or free electives. However, at least 8 honors units must come from outside the student’s major. Honors courses may not be taken “credit/ no credit.”

Types of Honors Courses
Honors courses are of several types:

(a) Regular classes in which the instructor agrees to design and grade a special/extra project to be completed by the Honors student.

(b) One-unit seminar classes restricted to honors students.

(c) Independent study/research courses at the upper division level where an honors student works closely with a faculty member on this project.

Priority Registration
All students in the University Honors Program shall have priority registration.
Special Recognition
Honors students will receive special recognition at the Honors Convocation and/or at graduation. Honors students will also receive recognition on their transcripts and their diplomas, as well as a certificate of recognition from the program.

Program Director
The Executive Committee of the Senate shall appoint a faculty director for a two-year term, subject to reappointment. The director will receive a minimum of 8 units/year of release time. The director will coordinate the development and maintenance of honors courses, as well as special learning/cultural events for honors students and faculty. The director will track student progress, inviting eligible students to join the program, giving notice to students who are failing to meet the maintenance requirements, and removing students who fail to meet the maintenance requirements after two quarters. The director will report to the AVP, Academic programs and Graduate Studies.

Advisory Council
The Director shall establish an Advisory Council to the Honors Program. Students in the Honors Program will choose one of their members to serve on this council. Each college will choose a faculty member to serve on the advisory council.

Future Policies
The faculty director, with the assistance of the advisory committee, is responsible for developing detailed policies and procedures concerning admission, continuation, dismissal, readmission, appeals and other Honors Program matters. All such policies and procedures must be approved by CIC and the Academic Senate.

01-02 CIC 3, as amended by 01-02 BEC 3
03-04 CIC 8, as amended by the Senate on 2-17-04