



**Requirements of the University Honors Program**

**To receive the transcript designation “Completed University Honors Program” upon graduation from NC State, students must:**

**(1) Complete 12 credit hours of HON courses with a grade of B- or better earned in each course.**

- (a) Students entering the UHP as freshmen must enroll in and complete at least one 3-credit hour HON seminar in their first semester, preferably one of the seminars restricted to incoming freshmen (for Fall 2013: all sections of HON 202, section 2 of HON 310). Students entering the program in their second or third semester at NC State must complete at least one HON seminar within their first two semesters in the program.
- (b) UHP students must complete an additional three 3-credit hour HON seminars (ideally within the first four semesters). Alternatively, it is possible to accumulate 1- and 2-credit hour HON courses (e.g., HON 398)<sup>1</sup> to substitute for one (or more) 3-credit hour HON seminars. And “UHP Academy” courses can also count towards this requirement. **Please note that Honors sections of courses and Honors contracts in regular courses do not satisfy the HON course requirement.** However, there are some pre-approved exceptions to this and students can always petition for an H-section or H-contract course to count as a seminar equivalent.
- (c) HON seminars may be substituted with one or more of the following pre-approved courses (remember that the cumulative number of HON or substituted hours must be at least 12)<sup>2,3</sup>:
 

--ECD 296H (Caldwell Fellows) <sup>1</sup>	--HON 298 (Honors Research/Independent Study; or equivalent departmental course) <sup>1,4</sup>
--STS 302H (Benjamin Franklin Scholars) <sup>3</sup>	--HON 395 (Honors Cooperative Education) <sup>1,4</sup>
--HI 481H (Thomas Jefferson Scholars) <sup>3</sup>	--HON 397 (Honors Extension & Engagement) <sup>1,4</sup>
--Honors Study Abroad (no course registration is associated with this) <sup>4</sup>	
--ALS 398H (CALs Honors Seminar—a 2-credit hour course)	--T491 (Honors Seminar in Textiles—a 1-credit-hour course)
--MB/BIT 210/211 - must take both courses for 3 hr Seminar credit	--AEE 291/292 - must take both courses for 3 hr Seminar credit

<sup>1</sup> Credit-only registration is accepted for these courses (and, in some cases, is the only option). An “S” must be earned to satisfy this requirement.  
<sup>2</sup> Refer to the UHP web site ([honors.ncsu.edu](http://honors.ncsu.edu)) for additional information concerning course substitutions, including additional pre-approved courses. Other courses may be considered for seminar replacement, subject to approval by the UHP Director.  
<sup>3</sup> Note that courses used for substitutions must be passed with a grade of B- or better (credit-only does not count). STS 302H and HI 481H must be taken for a grade; a B- or better is required to count.  
<sup>4</sup> These require filing forms with the UHP—instructions and forms are available on the UHP web site (<http://honors.ncsu.edu>).

**(2) Complete a 6-credit hour (or equivalent) Honors Capstone Project.** All UHP students must complete a two-semester (minimum 6-credit hour or equivalent) capstone research/creative project (typically done in the junior and/or senior year) that results in a public presentation of the work (this could be in the form of a thesis, an oral defense, and/or a talk or poster at a research symposium). For many students the capstone requirement will be satisfied in whole or in part by the research/thesis project of their disciplinary honors program. It MAY also be satisfied by **modified** senior design projects in the College of Engineering and the College of Design, subject to approval in advance by the UHP Director. HON 498 and HON 499 exist to provide for capstone project registration for students who are not part of a disciplinary honors program and/or do not have another senior project opportunity. The capstone requirement may be satisfied by a variety of course combinations (including HON 395, HON 397, and Honors Study Abroad) as long as those combinations comprise an integrated and approved Capstone experience. All Honors Capstone Projects (whether involving UHP courses or courses in other departments) must be submitted for approval to the UHP Director.

**(3) Earn a minimum cumulative GPA of 3.25.** UHP students must maintain a minimum 3.25 GPA throughout their undergraduate career in order to remain in the program. If a student’s cumulative GPA falls into the range of 3.00-3.24, the student is placed on probation and has one semester to regain a GPA of 3.25. The student retains access to most aspects of the program during the probation period. If after one semester their GPA is not above 3.25 or at any time when their cumulative GPA falls below 3.00, the student is no longer able to participate in the program (but may reapply for admission once their GPA is above a 3.25). Students are limited to one probation. If their GPA falls below 3.25 a second time, they will be dropped from the program and will have to reapply for admission once their GPA is above a 3.25. First semester freshmen may be granted a two-semester rather than one-semester probation. **At the time of graduation from NC State, the final cumulative GPA must be a 3.25 or higher to receive the designation “Completed the University Honors Program.”**

**(4) Certify their active status in the program each semester.** UHP students must certify their active status in the UHP each semester by completing the on-line UHP semesterly report, which will be e-mailed to them by the 15<sup>th</sup> day of classes each semester. Failure to complete the report by the stated deadline will result automatically in loss of UHP priority registration coding and may result in being dropped from the program. A key consideration in confirming the active status of a UHP student will be evidence of continuous enrollment in HON courses or approved substitutes until the HON credit hour minimum has been reached. Students will be asked to justify their non-enrollment as part of the certification process.

**(5) Maintain the highest level of integrity.** The University Honors Program is a community of scholars with very high expectations of its participants. These include not only high expectations for academic achievement, but also high expectations for academic integrity. UHP students are offered special opportunities because they are associated with the program. To insure that these opportunities will be available for UHP students of the future, we must maintain the reputation of the UHP as a program with the highest standards of academic excellence and academic integrity. UHP students should act according to the principal of “Honor in all things,” not only excellence and integrity in their academic performance, but also in their day-to-day life. As part of our ongoing review of the progress of UHP students, we will ask the Office of Student Conduct to certify that our students are in good-standing with regard to academic integrity and judicial violations. Those who are not will have their status in the program reviewed, with expulsion from the UHP being one possible outcome of the review.

Final certification of completion of the University Honors Program is subject to approval by the UHP Director.

## Additional Program Information

### Communication with Students

As required by NC State policy, the UHP will communicate with its students via their NC State e-mail address. Students are responsible for the content of messages sent to their NC State e-mail address. They should ensure that their SPAM filter settings do not block the receipt of messages from the UHP. General program messages are archived on the UHP web site.

### Forms

All of the forms referred to in this document are available in the Honors Forms section of the UHP web site. Completed forms (including the required signatures, except that of the UHP Director) should be sent or brought to the UHP office (219 Clark Hall). Although students are welcome to schedule a meeting to discuss a proposed project, such meetings are not necessary as part of the submission of a form. Students will be notified by e-mail of the approval of their form. Students are responsible for registering themselves in any courses related to a particular form (i.e., the UHP will not register the student in the course). Students do not need prior approval to register for the course. Note that the approval of submitted forms is usually *pro forma*, so students should always proceed under the assumption that their form will be approved (assuming the form has been signed by a faculty member).

### Honors Advising

Each UHP student has a designated UHP staff contact person who will review the student's status in the program each semester and would be the primary contact should a student have questions about UHP requirements or need to justify a break in their continuous HON registration. The primary contact person may or may not be the staff person best qualified to assist students with exploring special opportunities. If not, then the student will be referred to another staff member who will be better able to help them. It is very important for students to understand that the UHP staff members do not substitute for the student's academic adviser, who is the person responsible for approving a Plan of Study, removing advising holds, or advising about specific curricula. The UHP staff members should be thought of as "opportunity advisors," available to help students identify special opportunities that will help them to make the most of their undergraduate years and to help students develop a plan for satisfying the UHP requirements.

Although the UHP does not require that UHP students meet with a member of the UHP staff every semester, we do encourage our students to meet regularly or communicate by e-mail with us. This is particularly important early on to help with developing an overall academic plan and to plan in advance for enrichment opportunities (such as internships or undergraduate research). Students must meet with the UHP Director (or his designee) for a "Junior Year Review" (this would ordinarily be the fifth or sixth semester of enrollment at NC State, but in any case must be no later than the semester prior to the beginning of the capstone project). The "Junior Year Review" will involve planning for the Capstone Research Project and will be the time when a student arranges for permission to count a senior design project, disciplinary honors senior research project, or some combination of HON courses as the Honors Capstone.

### Departmental and College Honors Programs (also known as the "Disciplinary Honors Programs")

UHP students may be invited to participate in one or more disciplinary honors programs (typically in the sophomore or junior year). Those programs have their own requirements, often involving earning a certain number of credits taking H-section courses in the major, participating in special seminars, performing a senior research project (with or without a thesis), and maintaining a GPA that in some cases is higher than that required by the UHP. The only point of overlap is in the Capstone Research Project—a disciplinary honors senior research project will be accepted by the UHP as the Capstone Research Project (subject to prior approval; see item #2 on first page).

### UHP Program Requirements in the Context of a Student's Plan of Study

Participation in an Honors program implies that a student is interested in doing more for their undergraduate education. It is true that HON seminars generally satisfy a GEP category and that students may therefore find that they can simultaneously satisfy an HON seminar requirement and a GEP category. It is also true that it is possible that taking four HON seminars will add no additional courses to a student's Plan of Study, depending upon what GEP categories need to be filled in a particular Plan of Study, the student's schedule, and availability of seats in a course. That may be a happy coincidence for some students, but it is not a goal of the program. In the end, students need to be in the mind-set that Honors means **doing, wanting, and expecting more**.

As students add majors and minors and choose to participate in other enhancement programs they should be mindful of the effect those decisions have upon their ability to complete the requirements of the UHP. As noted in these requirements, the UHP does allow double-counting of courses and allows double-counting of senior Honors theses and senior design projects (modified to be suitable as an Honors Capstone). Many UHP students have successfully completed the UHP while having multiple majors and participating in other programs. However, to do so requires careful planning, often means taking extra courses, and may extend the time to graduation. We hope that completing the UHP is a priority for our students, but sometimes their choices preclude their ability to do so and they must decide whether the UHP or the additional degree or other program is their priority.

Please read these guidelines carefully before you return to campus for the fall semester. All incoming students will need to attend one of our required information sessions early in the fall semester. At that time, you will be asked to return a signed and dated version of these guidelines, affirming your receipt and understanding of them.