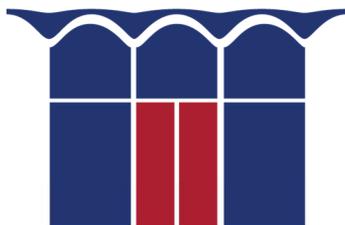


Student Handbook



**UNIVERSITY HONORS PROGRAM
UNIVERSITY OF DETROIT MERCY**

6th Edition
Applies to students entering Fall 2019 and beyond

The University Honors Program (UHP) at University of Detroit Mercy offers students a unique opportunity to challenge themselves and each other through deeper academic experiences and meaningful campus and community engagement.

This handbook will introduce you to the graduation requirements, curriculum, and policies of the University Honors Program. If you have any questions, please contact the Co-Directors of the University Honors Program: Dr. Evan Peterson at petersea@udmercy.edu or Dr. Nicholas Rombes at rombesnd@udmercy.edu.

More information can be found on our website:

<http://www.udmercy.edu/honors>

Third and fourth-year Honors students should refer to the Thesis Handbook for further information about the Honors Thesis.

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1. PROGRAM REQUIREMENTS

I. Honors Coursework (19 credits)

- First-Year Honors Seminar (HON 1000) (1 credit in students' first semester)
- Six or more Honors courses (18+ credits—one course per semester for the first three academic years). These courses fulfill requirements for the university's Core Curriculum.

II. Honors Thesis (3 credits)

- 3 credit hours devoted to writing an Honors Thesis under the guidance of a faculty advisor (1 credit per semester over the course of three semesters)
- Successful defense of an Honors Thesis

III. 100 hours of community-engaged service

- These hours will be documented by the Emerging Leaders

Program and Institute for Leadership and Service. For more information on how to document your service hours, please visit <https://www.udmercy.edu/about/mission-vision/lead-serve/emerging-leaders.php>

IV. Maintain a cumulative GPA of 3.3 GPA.

If a student's overall GPA falls below the 3.3 requirement, the student will be placed on UHP probation. Failure to raise the overall GPA to 3.3 or higher will result in removal from the program. Students must demonstrate that they are progressing toward the fulfillment of the program's requirements or they risk removal from the program and loss of the Honors scholarship.

V. Honors Leadership Council

Students will participate in the Honors Leadership Council throughout their time in the program.

2. HONORS ADVISING

- I. The Honors student, the Honors Directors, and the student's major advisor work together to ensure the student is moving through the Honors program efficiently. When registering for classes, Honors students should consult with the Honors Directors before their major advisor. It is the responsibility of Honors students to discuss incorporating honors courses into their schedules with their academic advisors when planning classes for each new semester.

- II. The program does not prescribe a course sequence for the Honors curriculum to allow students the flexibility necessary to complete their Honors coursework within the structure of their majors. The only exception to this is HON 1000, which must be completed in the fall semester of the student's first year. Students should take note, however, that not all Honors courses are offered each semester.

- III. Students should register for Honors courses in a timely fashion each semester so that they complete their Honors course requirements by the completion of their Junior year. Honors students and major advisors must ensure that the student registers for Honors sections of the required courses, designated by “HON” as the section number.

- IV. Honors students are required to successfully *defend* their Honors Thesis before the University Honors Convocation (usually held in late March) immediately preceding their anticipated date of graduation. Consequently, Honors students should begin their thesis no later than the second term of his or her 3rd year, although it can be started earlier. Students should promptly consult their major advisor to determine when they should begin working on their thesis. For a more detailed timetable for the Honors thesis, see the Honors Thesis Handbook.

3. HONORS COURSEWORK

Honors students are required to take a minimum of 19 credit hours in courses with the HON (Honors) designation. Honors courses are taught by some of Detroit Mercy's most talented faculty, which ensures that these courses provide an opportunity to deepen your learning experience. Honors courses are usually taken in student's first through third years and most fulfill university Core Curriculum requirements. The UHP Curriculum includes the following:

I. Required Course (1 credit):

| | |
|----------|--|
| HON 1000 | First-Year Honors Seminar (does not fulfill a Core Curriculum requirement) |
|----------|--|

II. Six+ Courses (18 credits) from among Honors courses.

All Honors classes fulfill requirements for the university's Core

Curriculum (Core requirements are listed in parentheses below). Students should register for a **designated Honors section** of each of these courses. Current options include but are not limited to:

| Course Number | Course Title | Core |
|----------------------|-------------------------------|--------------|
| ENL 1310 | Academic Writing | A2 |
| AAS 3100 | Science, Technology, and Race | C2, IT4, IT6 |
| PHL 1000 | Introduction to Philosophy | D1 |
| REL 3755 | Asian Religions | D2 and IT3 |
| REL 2240 | Jesus and the Gospels | D2 |
| HIS 2000 | Ancient Mediterranean World | E1 |
| ENL 2350 | Study of Fiction | E2 |
| ENL 2550 | Study of Film | E3 |
| PHL 2010 | Foundations of Ethics | F1 |
| ENL 2360 | Diverse Voices in Literature | IT4, IT6 |

*Note: Students are reminded that they must take an Honors designated section of the courses noted above to receive honors elective credit (except as noted below).

4. HONORS THESIS

All University Honors students are required to complete an Honors Thesis to graduate from the University Honors program. As the capstone for the University Honors academic experience, the thesis represents the culmination of your undergraduate work at University of Detroit Mercy by allowing you to apply the knowledge, skills, and talents you have cultivated to create a scholarly work of original research. Under the supervision of a faculty mentor, the student will undertake a major research project that will result in one of the following: a scholarly thesis, a documentary, a play, a collection of poetry, or some such project approved by the Honors Directors and Faculty Thesis Advisor.

Students are encouraged to devise the project themselves, but develop it in close collaboration with a faculty mentor who will

supervise the various stages of the project, from research, data collection, writing, and revision, to a public presentation of the work before the Honors community. The thesis may derive from the student's major academic field *or* from another academic area of interest.

Students may begin the process of producing their thesis at any point after a topic is chosen; however, the majority of the work should be completed in the final three semesters of the student's academic career. Students officially register for a series of three one-credit courses beginning in the winter semester of their 3rd year and continuing through their 4th year (HON 4997, HON 4998, HON 4999). Students must download and complete the registration form for each of these courses from the University Honors website. The completed form must be returned to one of the Honors Directors to complete the registration process.

The Honors Thesis must be finished and defended before or during the semester the student intends to graduate. Once completed, the student submits her or his thesis to the director for final approval. This is followed by a public oral defense of the thesis. Once the student completes the oral defense, a final, signed copy of the thesis is submitted to the library for cataloging.

5. COMMUNITY-ENGAGED SERVICE

The University Honors Program requires one hundred (100) hours of community-engaged service in accordance with the policies and procedures stipulated by the Institute for Leadership and Service (ILS) and Emerging Leaders Program (ELP). Students may fulfill the service requirement in several ways: through service-learning courses within the university, service undertaken by UHP as a group, individually arranged service through ILS approved programs or organizations, or service performed through sources external to the ILS (volunteer work through your place of worship, your Greek organization, etc.). The Institute for Leadership and Service can help connect you with service opportunities of interest to you.

UHP students will track their service hours through the Emerging Leaders Program Blackboard site *and* submit service verification forms to the Institute of Leadership and Service in Briggs 212 (these forms can also be picked up from the ILS office or downloaded from the Honors website). Each time you perform service hours you should have the service verification form signed by the coordinator where you serve. You will also record your service hours in the ELP Blackboard site so that you can earn the Leadership Pin or Leadership medallion. UHP requests reports on service completed as you approach graduation, but you may also request such a report by contacting ELP or ILS directly.

6. HONORS LEADERSHIP COUNCIL

All UHP students are members of the Honors Leadership Council. HLC is the collective and deliberative body of the University Honors Program which helps plan and execute non-curricular Honors activities (e.g., social events, lectures, film nights, etc.). Additionally, the Honors Leadership Council works with the Directors to make policy governing UHP. The Honors Leadership Council usually meets twice each semester and all Honors students are expected to participate in meetings.

7. GARDELLA HONORS HOUSE

Use of Gardella Honors House is a privilege offered to UHP students and is governed by a strictly enforced Code of Conduct. Students are issued a key granting access to Gardella at the beginning of their college career and are required to return the key to the Directors upon graduation or upon leaving the program. Students must sign the Gardella House Code of Conduct form prior to receiving their key. Any violation of the Code of Conduct will result in the forfeiture of Gardella House usage and possible expulsion from the

Honors program. Access to and usage of Gardella House is monitored by Detroit Mercy Campus Safety.

8. PETITION FOR COURSE SUBSTITUTION

Advanced Placement and Transfer Credits

Incoming students may petition for a maximum of 3 Honors credits if they have earned Advance Placement (AP) scores of 4 or 5 in select subject areas. In rare cases incoming first-year students may also petition for transfer credit to count toward Honors requirements; however, decisions will be made by the Directors on a case-by-case basis. Students who are not in their first year will not be issued Honors credit for transfer courses. Non-Honors sections of courses taken at Detroit Mercy will not count for Honors credit unless permission has been granted by the Directors prior to registration for the course.

Taking a Non-Honors Course for Honors Credit

Students may petition to take up to 2 – and no more than 2 – non-honors courses for honors credit. (Note: students who petition to have an Advance Placement (AP) score of 4 or 5 counted for honors credit may take up to 1 non-honors course for honors credit). Non-honors courses taken for honors credit will require additional work above-and-beyond what is required of other students in the course. Students must submit a completed “Adapting a Class for Honors Credit” form (contact Dr. Peterson or Dr. Rombes for a copy of the form) to the honors co-directors via email ***no later than noon on Friday during the first week of the relevant semester***. The form must be signed by the student, the instructor, and approved by the Honors Co-Directors.

9. STUDY ABROAD OPTION

University Honors recognizes the value of global learning experiences and, in keeping with this, makes it possible for students to complete a portion of the Honors curriculum through study abroad options. To pursue this option Honors students may

apply for the Honors Study Abroad Option, which allows students to substitute up to two (2) courses in a Detroit Mercy-affiliated study abroad program for the same number of required Honors courses. University of Detroit Mercy offers several study abroad programs in places like Australia, Brazil, Cuba, China, El Salvador, England, Greece, Italy, Mexico, and Poland. Students participating in non-Detroit Mercy-affiliated study abroad courses may petition the Honors Directors for Honors credit; this must happen before the study abroad takes place and may require submitting a course syllabus. Interested students should consult with the Language and Cultural Training program (313-993-1191) for more information and talk to the UHP Directors about applying for the Study Abroad Option.

10. HONORS RECOGNITION UPON GRADUATION

Members of the University Honors Program who complete all of the graduation requirements for the program will:

- Have “Honors” printed on their diplomas
- Be recognized at Honors Convocation
- Receive the University Honors Program Certificate
- Wear golden Honors Cords at Commencement
- Receive transcripts that bear the Honors designation

11. LATIN HONORS

University Honors students will graduate with **Latin honors** if they have earned a cumulative GPA of 3.5 or higher. Students will be awarded cum laude honors with a GPA of 3.5 or higher, magna cum laude honors with a GPA of 3.7 or higher, and summa cum laude honors with a GPA of 3.9 or higher.

12. EMERGING LEADERS PROGRAM

All UHP students are automatically enrolled in the Emerging Leaders Program (ELP) at University Detroit Mercy. This co-curricular program offers students the opportunity to develop their leadership potential and abilities through community-

engaged service and involvement in programs, events, and activities that focus on learning, leadership, and spirituality. As part of their involvement in ELP, Honors students will have the opportunity to earn either the Leadership Pin or Leadership Medallion during the Detroit Mercy academic career.

13. HONORS 4-YEAR PLAN

| Course Name & Core Objective | Suggested Term | Service |
|---|-----------------------|---|
| First-Year Honors Seminar 1+ Honors Course | Fall 1st Year | <i>Complete 100 hours of service before the end of undergraduate program of study, which must be verified by the Institute for Leadership and Service and Emerging Leaders Program.</i> |
| 1+ Honors Course | Winter 1st Year | |
| 1+ Honors Course | Fall 2nd Year | |
| 1+ Honors Course | Winter 2nd Year | |
| 1+ Honors Course | Fall 3rd Year | |
| 1+ Honors Course | Winter 3rd Year | |
| Honors Thesis | | <i>Participate in Honors Leadership Council</i> |
| HON 4997: Honors Thesis Proposal | Winter 3rd Year | |
| HON 4998: Honors Thesis Approval | Fall 4th Year | |
| HON 4999: Honors Thesis Defense | Winter 4th Year | |

14. HONORS PROGRAM EXECUTIVE BOARD

Members of the Honors Program Executive Board lead the development and execution of honors program initiatives. Each fall semester, the Executive Board members shall either be appointed by the Honors Co-Directors or elected by the Honors Leadership Council. To be eligible, students must be in good academic standing with the honors program, and be able to commit to attending regular board meetings and complete a term of one academic year.