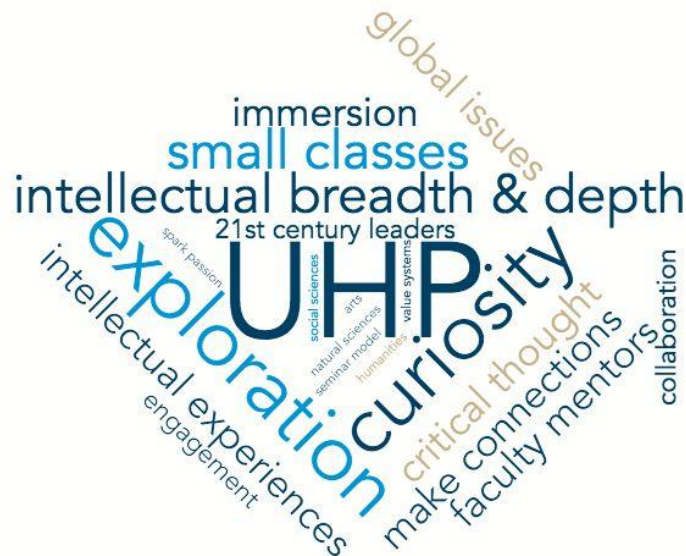# University Honors Program
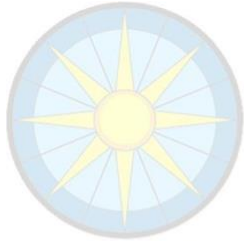## *Student Handbook*
### Academic Year (AY) 2022-23
### Revised 12/21/22



## Curriculum

The University Honors Program (UHP) curriculum is comprised of 10 courses (7 courses for Sophomore Admits) that students must complete in order to graduate from the UHP. An overview is provided below, but more detailed information can be found at https://honorsprogram.gwu.edu/program-requirements.

## FIRST-YEAR ADMITS — SOPHOMORE ADMITS

### Introductory Courses

**FIRST-YEAR ADMITS**
Origins and Evolution of Modern Thought I-II
*HONR 1015-1016*

Scientific Reasoning and Discovery I-II
*HONR 1033-1034*

**SOPHOMORE ADMITS**
Enlightenment: East and West
*HONR 2016*

### Upper Level Courses

**FIRST-YEAR ADMITS**
TWO Self and Society Courses
*HONR 2047*

TWO Arts and Humanities Courses
*HONR 2053*

**SOPHOMORE ADMITS**
TWO Self and Society Courses
*HONR 2047*

TWO Arts and Humanities Courses
*HONR 2053*

### Final Courses

**FIRST-YEAR ADMITS**
Honors Capstone
*HONR 4199*

Senior Thesis

**SOPHOMORE ADMITS**
Honors Capstone
*HONR 4199*

Senior Thesis

**TOTAL: 10 CLASSES** — **TOTAL: 7 CLASSES**

Students who complete all program requirements will receive a notation of "Honors Program Graduate" on their transcript.

Students who successfully complete most program requirements – which must include all the first-year courses (HONR 1015, 1016, 1033, and 1034, or approved science alternatives), the Honors Capstone, and 3 out of 5 of the remaining requirements – will receive a notation of "Honors Program Scholar" on their transcript.

Honors courses must be completed within the Honors Program and cannot be fulfilled by AP, IB, transfer, or study abroad credit. Exceptions to this policy include:

- Pre-approved alternatives can replace Scientific Reasoning & Discovery requirements and can be found at https://honorsprogram.gwu.edu/scientific-reasoning-and-discovery
- Courses that have been approved through the upper-level course substitution policy: https://honorsprogram.gwu.edu/upper-level-course-substitution-option.
- Pre-approved alternatives and courses approved through the Senior Thesis Verification form can replace the Senior Thesis Requirement. More information can be found in the Senior Thesis Info packet online.
- Other pre-approved courses as determined by the Honors Program.

Please note: For students admitted prior to Fall 2020, HONR 2048 will count as Self & Society and HONR 2054 will count as Arts & Humanities.
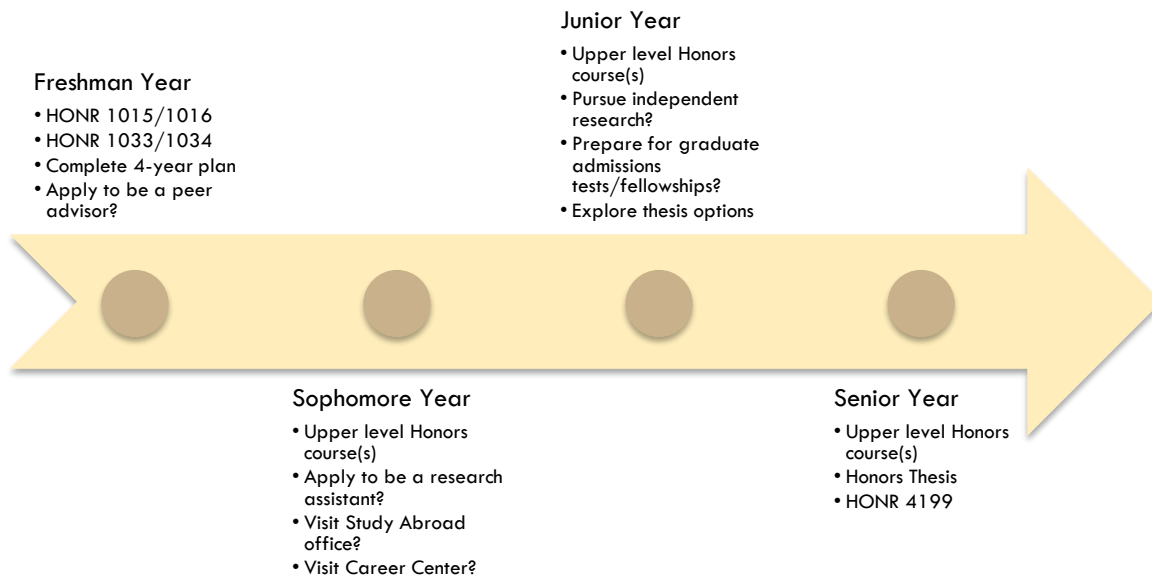
## Curriculum Notes by School

| Tier | Description | Requirements satisfied by Honors courses |
|---|---|---|
| Tier One Requirements | University-Wide General Education Requirements (required of all GW students). | <ul><li>UW 1020: HONR 1015</li><li>Critical analysis in the social sciences: HONR 2044, and HONR 2047(W)</li><li>Scientific reasoning: HONR 1033, 1034</li><li>Critical analysis in the humanities: HONR 1016, HONR 2053(W)</li><li>Oral Communication: HONR 1034</li><li>Quantitative reasoning: N/A</li></ul> |
| Tier Two Requirements (School-Specific General Education Requirements) | CCAS General Education Requirements (GPACs) | <ul><li>Local or Civic Engagement: HONR 1033</li><li>One Additional Science w/ Lab: HONR 1033, 1034</li><li>One Additional Humanities Course: HONR 1016, HONR 2053(W)</li><li>One Arts Course: N/A</li><li>Global or Cross-Cultural Engagement: N/A</li></ul> |
| | Elliott School Supporting Courses in the Liberal Arts | <ul><li>Science Course: HONR 1033, HONR 1034</li><li>Humanities / Creative Arts: HONR 1016, HONR 2016, 2053(W)</li><li>Math Course: N/A</li></ul> |
| | School of Business | All GWSB students must take Tier One + Business prerequisite courses (see website for full list). All UHP-GWSB students are guaranteed a |

| | | seat in HONR 2044 (Honors Macroeconomics) if they want it. HONR 2044 is equivalent to ECON 1012. |
|---|---|---|
| | School of Engineering and Applied Science Humanities & Social Science Electives | • Humanities: HONR 1016, HONR 2016, HONR 2053(W)<br>• Social Sciences: HONR 2044, HONR 2047(W)<br>• PHIL 2135 counts as an Honors Arts & Humanities requirement for SEAS students only. |
| | Milken School of Public Health | Students are not required to take additional general education requirements beyond Tier One. |
| Tier Three Requirements | Major Requirements | Some upper-level Honors courses fulfill various major and minor requirements. Please see the UHP Course Descriptions website for more information. |

# Four-Year Timeline

Honors students explore many opportunities during their four years at GW. Some suggestions are outlined below, all of which can be discussed with Program Managers.

**Freshman Year**
- HONR 1015/1016
- HONR 1033/1034
- Complete 4-year plan
- Apply to be a peer advisor?

**Sophomore Year**
- Upper level Honors course(s)
- Apply to be a research assistant?
- Visit Study Abroad office?
- Visit Career Center?

**Junior Year**
- Upper level Honors course(s)
- Pursue independent research?
- Prepare for graduate admissions tests/fellowships?
- Explore thesis options

**Senior Year**
- Upper level Honors course(s)
- Honors Thesis
- HONR 4199

# Contract Courses

When supervised by a full-time GW faculty member, Honors students can earn academic credit for their participation in various academic-focused projects. In order to earn credit, students must submit an Honors Contract. For more information on Honors Contract courses, please visit our website here: https://honorsprogram.gwu.edu/contract-courses.

**Internship (HONR 2182)**
Students who secure an internship placement can get academic credit by arranging a faculty-supervised project related to their internship.

**Undergraduate Research (HONR 2184) and Research Assistantship (HONR 2185)**
Honors students can participate in either guided or independent research projects. Students interested in becoming engaged in research are encouraged to view the current research assistantship openings on the UHP website: https://honorsprogram.gwu.edu/research-assistantships.

# Policies & Procedures

## Scholastic Requirements

To remain in good standing in the Honors Program, you must fulfill the following program requirements:

- Minimum load of 12 academic credit hours every semester
- Minimum cumulative GPA of 3.0 at the end of your first year and a 3.0 by the time of graduation
- Obtain a grade of C- or better in all Honors courses
- Attend all required first-year advising events and meetings
- Make continued progress toward completing program requirements

Honors students' academic performances are reviewed at the end of each semester (except during semesters when a student is studying abroad). Students who have not met the GPA, curriculum, credit load, or any other requirements of the program will be notified and subject to probation and/or removal from the program. Students must successfully complete (C- or better) HONR 1015 and 1033 (or approved alternative) in their first-year fall and HONR 1016 and 1034 (or approved alternative) in their first-year spring to maintain membership in the program. Likewise, sophomore admit students must successfully complete HONR 2016 in the fall of their second year. Dismissal from the program does not affect housing assignments, but students who are dismissed from the program will be automatically disenrolled from any Honors courses that they are registered for in the following semester.

**Final Semester Credit Hour Exception**
Students in their final semester of undergraduate study are exempt from the credit hour requirement, but should check to see if part-time status affects their financial and/or merit aid.

## Registration

Typically, registration takes place during the first weeks of November and April. The official registration schedule is determined and posted by the Office of the Registrar.

**Early Registration**
Due to the structured Honors curriculum, Honors students will have early registration for their second, third, and fourth semesters. The early registration date is not posted on the official registration schedule and will be communicated to Honors students over email via the weekly newsletter and on the Honors blog (https://blogs.gwu.edu/honorsprogram/). It is the responsibility of all Honors students to read the newsletter and any communications pertaining to registration. Students are also responsible for clearing any registration holds prior to early registration.

**Upper-level Honors Courses**
In order to maximize the availability of seats for all students, students cannot be enrolled in more than one upper-level Honors seminar (HONR 2047: Self & Society and HONR 2053: Arts & Humanities) per semester without pre-approval from a Program Manager. Unless pre-approval has been granted, students enrolled in more than one upper-level Honors course will be dropped from one of those courses following the undergraduate student registration period. Students *may* simultaneously enroll in one upper-level seminar and any number of the following: (1) pre-approved non-Honors courses counting toward an Honors requirement (including upper-level course substitutions and Senior Thesis courses), (2) Honors contract courses (HONR 2182, 2184, 2185 and 4198), (3) the Honors Capstone (HONR 4199), and/or (4) HONR 2044.

Additionally, students in their first year cannot be enrolled in an upper-level Honors course (with the exception of HONR 2044).

**Waitlists**

Honors students cannot be guaranteed a seat in any particular section. If your preferred Honors section is filled, you will need to enroll in a different section. For cross-listed upper-level courses, you can enroll in the non-Honors section and the course will still count toward an Honors requirement. You can also add yourself to a course waitlist when general registration opens.

Individual Honors faculty are **not** permitted to enroll students in courses that are full and have an active waitlist. Please do not email/contact faculty about enrolling in a closed or waitlisted course. If you encounter a complex scheduling situation, please speak with a Program Manager as soon as possible.

## Grades and Grading

Honors Program students are required to earn a grade of C- or better in all Honors classes to receive credit for completing the corresponding curricular requirement. Note that the university's "Undergraduate Academic Forgiveness" policy cannot be applied to UHP courses, due to the changing nature of special topics courses and the limited number of seats in each section. Further, only members of the Honors Program are eligible to enroll in Honors courses.

If a UHP student earns a grade below C- in an upper-level Honors course *but otherwise remains in good standing with the program*, then that student can choose to take another upper-level course in order to successfully complete the Honors curricular requirements. The original course and grade, however, will remain on that student's transcript. (This policy does not apply to first-year Honors courses, which students must successfully complete with a C- or better in their first year.)

**Pass/No Pass**

Honors classes cannot be taken with the pass/no pass grading option (with the exception of the Honors Capstone, which is always graded pass/no pass).

**Incompletes**

For all courses, including those in Honors, students may seek the notation "I" to indicate their inability to complete the required course work in a timely fashion due to circumstances beyond their control. Students are responsible for informing the instructor of these circumstances, and for seeking the instructor's approval before the date when grades must be reported. Approval for an incomplete will only be granted to students who had been making successful progress in the class prior to encountering that circumstance and is at the professor's discretion. The student and professor are required to complete an Incomplete Grade Contract and encouraged to submit it to the student's home school. Please also inform a Program Manager if you are taking an Incomplete. For more information, see the GW Bulletin: http://bulletin.gwu.edu/university-regulations/#Incompletes. Incompletes in first-year courses (or HONR 2016) must be converted to a grade of C- or better by the end of the *following semester* in order for students to remain in good standing in the program.

**Withdrawals**

In alignment with University Policy, students may withdraw from an Honors course through the last day of classes. Withdrawals from an Honors class past the 10th week of classes require the submission of an RTF form to an Honors Program Manager. *Late withdrawals are not permitted*. Note that if withdrawing from a first-year Honors course results in a student not completing the first-year curriculum requirements (HONR 1015, 1016, 1033, 1034, or approved science alternative) or not completing HONR 2016 for sophomore admits, then that student will be dismissed from the program.

**Arbitrary and Capricious Evaluation**

It is within a student's right to file an "arbitrary or capricious" academic evaluation claim in any course. In cases where a student believes that submitted work was graded in an "arbitrary or capricious" manner in a Honors course, the UHP follows a procedure similar to the CCAS "Review Procedure for Cases of Alleged Arbitrary or Capricious

Academic Evaluation". The UHP's process differs in that the UHP Director serves in the role of the Dean and the review committee will be comprised of 2 faculty members, with at least one faculty member being an Honors core faculty member. Please note that a student should first contact the professor of the Honors course in question within the first four weeks of the semester following the semester during which the evaluation occurred (excepting summers). Late claims will not be accepted. Students alleging arbitrary and capricious grading must be prepared to demonstrate that their work was graded in a way that was substantially different from the way that other students' work was evaluated by the same faculty member, or that a faculty member did not follow the grading procedures stated in their course syllabus. (Note that student grievances based on allegations of illegal discrimination are handled by the Office of the Provost and the procedure can be found here: "Student Grievance Procedures.")

## Student Feedback on Honors Courses

All Honors courses use the University's online Student Feedback system operated by the Office of Survey Research and Analysis. Students will receive notification of the availability of the feedback survey via email. Students should feel comfortable providing honest and constructive feedback as all feedback is completed anonymously and faculty do not receive student feedback until after grades are due.

Please take the feedback process seriously. Faculty place a high value on your anonymous comments, and feedback plays an important role in improving learning in future semesters. Your honest and thoughtful opinions are invaluable to the Honors Program and all the other departments at GW.

## Student Code of Conduct

Participation in the UHP is a benefit that can be revoked if a student's academic performance or general conduct does not live up to the ideals of a UHP member. The UHP seeks to foster a safe, supportive and inclusive environment for all learners. Behavior inside or outside the classroom that disrupts this learning environment will be grounds for dismissal. The Office of Student Rights & Responsibilities adjudicates all alleged infractions of the Code of Student Conduct. Any UHP student found in violation of the Code of Student Conduct who receives a status sanction more severe than a warning will be dismissed from the program.

**Bias Incident Reporting**
Any student who experiences or witnesses an act of bias at GW and/or the UHP is encouraged to report the incident online, by phone, or in person. These reports are investigated by GW's Bias Incident Response Team (BIRT). The BIRT was established to respond with resources, support, and actions.

**Academic Integrity**
The Honors Program is committed to the integrity of academic inquiry and scholarship. Academic dishonesty is contrary to its ideals and goals. Students found guilty of academic dishonesty whose sanction is more severe than the failure of a single assignment, or students found guilty of any second act of academic dishonesty, will be dismissed from the Honors Program. GW's Code of Academic Integrity can be found at: https://studentconduct.gwu.edu/code-academic-integrity.

# Community & Support

The University Honors Program extends far beyond the classroom and strongly emphasizes its community of life-long learners. This community includes a plethora of community resources, including housing, advising, events, leadership opportunities, and more.

**Living & Learning Communities (LLCs)**

Under the guidance of Community Coordinators, first-year students will participate in an Honors Living and Learning Community in West Hall at the Mount Vernon Campus. Afterward, students will have the option to live in an upper-class Honors Living & Learning Community on the Foggy Bottom Campus.

**Advising**
Honors students have access to dedicated Honors advisors who are available to help with academic planning and personal support throughout their time in the program. Students are required to attend first-year advising events and meetings. Afterward, they are encouraged to check in at least once a semester about academic progress. Students can schedule an appointment on our website: https://honorsprogram.gwu.edu/make-appointment

**Peer Advisor Program**
UHP Peer Advisors serve a key role in the University Honors Program as program ambassadors, peer mentors, and community leaders. They are vital resources at events like Inside GWU and New Student Orientation; and provide guidance to first-year students in the Honors Program. Each of our peer advisors has unique insights on various aspects of university life and our intention is to pair first-year students with a peer advisor who can best support them as they begin their time in the UHP and at GW. Students interested in becoming an Honors Peer Advisor should look for the application call in our weekly newsletter each spring semester.

**Community Events**
The University Honors Program offers many community events throughout the year, including guest speakers, hikes, and dinners. All Honors students, staff, and faculty are encouraged to attend. The events will be advertised in our weekly newsletter (note that some events will require RSVP).

# Stay Informed

The Honors Program sends out a weekly e-newsletter, outlining important registration information, program announcements, and events and opportunities for Honors students. It is your responsibility to make sure you are receiving the newsletter and to read it in full each week. You can also stay up to date with the Honors program by liking us on Facebook (facebook.com/theUHP), following us on Twitter (twitter.com/theUHP) or Instagram (Instagram.com/theuhp), and reading our blog (https://blogs.gwu.edu/honorsprogram/).

# Contact Us

**Jeffrey Brand**
Associate Provost for Undergraduate Affairs
& Special Programs
jbb@gwu.edu

**Bethany Cobb Kung**
Director
bcobb@gwu.edu

**Eydie Costantino**
Assistant Director for Finance &
Administration
eydie@gwu.edu

**Jasmine Williams**
Program Manager
jwilliams25@gwu.edu

**Anna Falcione**
Program Coordinator
annafalcione@gwu.edu

General Questions?
Contact the front desk staff
Office Hours: 9AM-5PM, M-F

Foggy Bottom
714 21st St., NW.
202.994.6816

Mount Vernon
Ames Hall, Suite 101
202.242.6040

uhp@gwu.edu
honorsprogram.gwu.edu | blogs.gwu.edu/honorsprogram
facebook.com/theUHP | twitter.com/theUHP | instagram.com/theuhp