

# THE HONORS COLLEGE

At  
The University of Tennessee  
at Chattanooga

## A Handbook for Students



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## PREFACE

It's a good thing to be an Honors College student at UTC. You get to take small seminars designed for bright students and taught by some of UTC's finest professors. You have access to special scholarships, research funding, stipends to spend on cultural events, and opportunities for low-cost travel and study abroad. You have access to first-class study and social spaces in the newly-renovated Guerry Center. You have a staff dedicated to your welfare and success, and excellent systems of advisement and registration.

With these privileges come some expectations of responsibility on your part. To help you take maximum advantage of your opportunities, and to understand exactly what is expected of you, the Honors College staff has written this handbook. We urge you to read it thoroughly and to ask questions about any parts you do not understand. You are responsible for knowing it well.

By their very nature, handbooks tend to be authoritative and full of rules, and this one is no exception. Still, we hope you find it helpful, maybe even interesting in parts. Yes, we have to lay down some rules to help us all get along. Our aim, though, is to create within the Honors College an environment that you will find nurturing, supportive, stimulating, and comfortable. Long after you have become an alumnus of the College, we want you to recall your years with us as some of the best of your life.

Like everything we ask you to read, we want you to examine this handbook critically. If you see any way to improve its content, please let us know.

## IMPORTANT CONTACTS

- Linda Frost, Dean of the Honors College: 425-5922, Linda-Frost@utc.edu
- Gregory O'Dea, Associate Dean: 425-4166, Gregory-O'Dea@utc.edu
- Debbie Bell, Associate Director: 425-4130, Debbie-Bell@utc.edu
- Sherese Williams, Assistant Director: 425-5315, Sherese-Williams@utc.edu
- Leslie Pusey, Director, Office of National Scholarships: 425-5921, Rachel-Pusey@utc.edu
- Rebekah Caldwell, Administrative Specialist: 425-4128, Rebekah-Caldwell@utc.edu

### Web Sites

*Honors College Website:* <http://www.utc.edu/honors-college/>

*Brock Scholars Program Website:* <https://www.utc.edu/honors-college/brock-scholars/>

*Innovations in Honors Program Website:* <http://www.utc.edu/honors-college/innovation-in-honors.php>

*High Achieving Mocs Program Website:* <https://www.utc.edu/honors-college/ham.php>

*Departmental Honors Website:* <http://www.utc.edu/honors-college/dhon.php>

*Office of National Scholarships Website:* <https://www.utc.edu/national-scholarships/index.php>

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## THE HONORS COLLEGE MISSION AND VISION

### Mission Statement

Our mission is to provide a diverse, inclusive community of inquiry, opportunity, and support, dedicated to the development of scholarly excellence and social consciousness

### Vision Statement

The Honors College at UTC will be a center of innovation, providing: enriching experiences for the campus overall, a conduit for research, and an intellectual community that develops creative, transformative student, staff, and faculty leaders through a community-embedded and globally informed curriculum.

### Honors College Student Outcomes

Through a combination of curriculum and co-curricular pursuits, graduates of UTC's Honors College will have demonstrated and developed:

- Critical and Creative Thinking
- Creative and Research Activities
- Communication
- Collaboration
- Community Understanding
- Cultivated Professionalism

## HONORS COLLEGE BENEFITS

### Academic Advisement and Priority Registration

Because they often have unusual scheduling requirements, all students admitted to the Honors College receive priority registration for classes. Freshmen (Brock Scholars and High Achieving Mocs) should plan to attend the first UTC freshman summer orientation session to have a better chance of being admitted to their preferred classes for the Fall term. All other honors students (Brock Scholars and Innovation Scholars) are advised one week before the regular UTC advisement/registration dates.

The Honors College advisors will spend at least thirty minutes with each freshman to discuss academic options and expectations. Sophomores, Juniors, and Seniors are encouraged to seek advice from their major departments first, and then to consult with an Honors College advisor about honors course work before registering online.

### The Cultural Stipend

Each Honors College student in good standing receives \$50.00 per year for approved cultural events. This stipend is intended to provide an enrichment to your education; we hope you will use it to explore cultural opportunities you might not experience otherwise. You may purchase one ticket per event on your stipend account.

There are certain on- and off-campus events that are pre-approved, including *UTC Theatre Department and Music Department performances, the Chattanooga Celebration of Southern Literature, Chattanooga Symphony and Opera performances, special exhibits at The Hunter Museum of American Art, performances at the Barkling Legs Theatre, and films shown as part of the Chattanooga Film Festival.*

For on-campus events, take your Mocs ID to the Fine Arts Center box office and tell the cashier your ticket can be charged to the Honors College. The ticket will then be charged to our account. You will need to purchase your own ticket for any off-campus events and submit the ticket stub to the Honors College Office. You will receive a refund after the paperwork is processed in the Bursar's Office.

Note: All ticket stubs must show the title, date and cost of the event. Ticket stubs for the Independent Film Series must specifically show the title of the film. Other performances or events may be eligible for the cultural stipend, but you must obtain prior approval from the Associate Dean for anything not listed above.

## **Graduation Designations**

Honors College students may receive several distinctions and designations upon graduation from UTC, depending on their pathways through the College.

### **Honors College Diploma**

The broadest designation is the Honors College Diploma, which may be earned by Brock Scholars and Innovations in Honors students. This distinction is also noted on the student's final transcript. To earn the diploma students must complete:

- A minimum of 24 hours of approved honors course work (some may be transfer credit, but a student should have completed at least 12 hours in honors at UTC)
- A Departmental Honors Thesis or an Honors College Thesis (4 hours each; these hours are included in the required minimum 24 hours)
- A leadership activity clearly evidenced in the student's learning portfolio
- A service activity clearly evidenced in the student's learning portfolio

Students who complete the Brock Scholars Program have the minimum number of honors hours automatically and will earn the Honors College diploma as long as they also successfully complete a thesis and the other requirements for the diploma listed above. Students in the Innovations in Honors Program may earn the diploma by completing the requirements for that program and at least 9 more honors credit hours; these hours may include transfer hours from another approved honors program or additional honors hours acquired at UTC, including Brock seminars, honors internship credit (via UHON 3950r), and approved HAM courses.

### **William E. Brock, Jr. Scholar**

Students who complete the requirements for the Brock Scholars Program will be designated as William E. Brock, Jr. Scholars at graduation and on the transcript.

### **Innovation Scholar**

Students who complete the requirements for the Innovations in Honors Program will be designated as Innovation Scholars at graduation and on the transcript.

### **Departmental Honors**

Students who successfully complete a Departmental Honors Thesis and have the requisite GPAs (overall and in the major) may receive one of two designations at graduation:

- Departmental Honors (3.2 overall GPA and a 3.5 GPA in the major)
- Highest Departmental Honors (3.5 overall GPA and a 3.75 GPA in the major)

The appropriate departmental honors designation will appear on the student's UTC diploma and on the transcript.

## Honors Housing

Housing is reserved in Stagmaier Hall for freshman students in the Honors College, and all freshmen who live on campus are required to live in our honors residential learning community. After the freshman year, honors students may choose to live where they please, on campus or off. There are limited spaces available for upperclass students in Stagmaier Hall.

## Odyssey Grants

Odyssey Grants are awarded to Honors College students pursuing an unusually enriching academic experience that takes them away from UTC: a period of study abroad or at a distant domestic university, for example, or an academic internship outside of the Chattanooga area. The grants help defray some of the extra cost of such pursuits, encouraging you to challenge yourself and make your mark in the broader world. Applicants must be Honors College students in good standing at the time of their application and during the period for which the grant is awarded; they must also be enrolled in a credit-bearing program of study approved by UTC and the Honors College Associate Dean for the period of the grant award. Grant award amounts will be communicated when application information is circulated. Applications for Odyssey Grants are typically solicited three times a year.

## Student Research Fellowships

The Student Research Fellowship Program is designed to match energetic, dedicated Honors College students with UTC faculty members who want assistance with their research projects. This is an excellent opportunity for undergraduate research and faculty mentoring. It's also a decent-paying on-campus job.

SRFs may work up to 100 hours during the semester of appointment and are paid \$10 per hour. Faculty members apply by submitting a request describing their projects and the duties to be undertaken by an SRF, and estimating the number of hours per week they require. Interested Honors College students review these faculty requests, and then submit applications describing their top choices of projects, their qualifications, and how working on the project might help them toward meeting their academic and life goals. The Honors College staff then matches students with faculty projects based on the project's demands, student dedication and benefit, other time commitments, etc. Appointments are for one semester only.

# COLLEGE-WIDE REQUIREMENTS

## Student Code of Conduct

All Honors College students will abide by the Student Code of Conduct as set forth in the *UTC Student Handbook*, published by the Division of Student Development and available online at <http://www.utc.edu/dean-students/student-handbook.php>. Honors College students will also abide by the rules and policies set forth in this *Honors College Handbook*, available via the Honors College UTC Online Community and on the Honors College website at <http://www.utc.edu/honors-college/hc-handbook-2019.pdf>.

Be sure to read all of these documents very carefully. The University particularly expects honors students to adhere strictly to its general systems and codes, and the Honors College administration looks to its students to abide by its rules. More information about those rules will be found below.

## Leadership Requirement

Students in the Honors College must fulfill a leadership requirement which can be met in a range of ways that may include: participation in UTC's Student Government Association; a leadership position in any other student organization; an RA position; leadership in a research environment; leadership in a local organization or community agency; leadership within the Honors College itself, particularly as



part of the Honors College Council or as a designated team leader of an Innovation Lab. Completion of the leadership requirement will be determined by the quality of the leadership reflection essay included in the student's learning portfolio (see below).

## **Learning Portfolio**

Each student in the Honors College is required to maintain an electronic learning portfolio that will be the repository of their reflection essays on academic course work and out-of-classroom, experiential, research, and leadership experiences. Portfolios will also include relevant and representative course assignments, including a copy of the honors capstone thesis. Honors students will receive specific instruction on how to create, maintain, and develop their learning portfolios in UHON 1000 and UHON 2000.

## **Honors Theses**

All students in the Brock Scholars Program and Innovations in Honors Program must complete an honors thesis. There are two options for meeting this requirement; both options are two-semester, four-hour theses typically undertaken in the student's final year. Both require an approved proposal, substantial, sustained engagement in research or creative activity under the direction of a UTC faculty member, and an oral examination by committee at the time of completion.

### *Departmental Honors Thesis*

The Departmental Honors thesis is undertaken in the student's major department. Students earn four hours of upper-level major elective credit (for major course 4995), and earn one of two special designations at graduation, depending on their overall and major GPAs:

- Departmental Honors (3.2 overall GPA and a 3.5 GPA in the major)
- Highest Departmental Honors (3.5 overall GPA and a 3.75 GPA in the major)

A full account of procedures and policies can be found in the current *Departmental Honors Manual*, obtainable online at <https://www.utc.edu/honors-college/dhon.php>.

### *Honors College Thesis*

This option allows students to undertake theses in subjects not strictly related to their majors. Students earn four hours of upper-level elective honors credit (for UHON 4995). Students cannot earn the departmental honors designation via the Honors College thesis, since the thesis is not undertaken in the departmental major.

## **College and Campus Citizenship**

Honors College students are expected to be leaders on campus – active in student organizations like the *Echo* newspaper staff, the *Sequoia Review*, the Student Government Association, or any of UTC's 100+ special interest and departmental organizations. You are also expected to be a good citizen, willing to serve your university and community by volunteering your time, labor, and expertise. The College makes such opportunities easily available; just watch for announcements.

Also, as a member of the Honors College, you're expected to contribute to our honors community in a range of ways, many of which are provided by the Honors College Council. In particular, you are expected to be ready, willing, and available to participate in our recruitment and orientation efforts, serving as hosts and as ambassadors during the freshman interview weekends and speaking to interested potential Innovation Scholars during our fall information sessions for that program. Negligence in this regard may affect your applications for Odyssey Grants, Travel Seminar participation, and other opportunities.

## THE BROCK SCHOLARS PROGRAM

The Brock Scholars Program is a four-year interdisciplinary program where academically gifted and motivated students can pursue an education that nurtures their intellects, sense of social responsibility, and drive to lead.

### Admission

Each year the Brock Scholars Program seeks to admit 50 first-time freshman students. Students at the sophomore level and above who wish to participate in honors should consider the Innovations in Honors Program (IIH) or Departmental Honors (DHON).

Admission to the Brock Scholars Program requires a special application process in addition to the University's [Undergraduate Admissions Application](#). Interested students should apply to the Brock Scholars Program by December 1 of the year prior to matriculation as first-time freshmen the following August. A current application is available via the Brock Scholars website: <https://www.utc.edu/honors-college/brock-scholars/>.

After evaluating all written applications, the most qualified applicants are invited to attend one of three on-campus conferences, which include interviews, seminars, information sessions, and activities with Honors College faculty, staff, and students. These visits provide opportunities for applicants to explore the campus, participate in seminars, learn about academic departments, and socialize with current students. They also give the Honors College faculty and staff further opportunities to evaluate candidates.

After all candidate conferences are completed, the Brock Scholars selection committee will notify all applicants by letter of their admission status.

### Curriculum

UHON 1010 – Humanities I .....	6 hours
UHON 1020 – Humanities II .....	6 hours
Five 3000-level UHON Seminars (minimum) .....	15–16 hours
Honors Thesis .....	4 hours
UHON 1000, 2000, 3000 as appropriate .....	3 hours
TOTAL .....	<hr/> 34-35 hours

The Brock Scholars curriculum consists of specially designed seminar courses that fulfill general education course requirements. This means that Brock Scholars can pursue any academic major in addition to the Brock curriculum without taking too many extra courses. The seminars are intentionally kept small – always capped at 20 students, and usually enrolling fewer – so that they foster extensive reading, writing, and discussion, and so that students receive individual attention and mentoring from faculty.

During the freshman year, all Brock Scholars take **UHON 1010 and 1020 – Humanities I and II**. These two six-hour classes make up the core of the program. Here is where you will learn to read sensitively, write compellingly, and think on your feet. You will delve into areas of philosophy, literature, aesthetics, religion, ethics — indeed all the humanities. You'll encounter texts by writers such as Homer, Plato, Dante, and Shakespeare, as well as important works by more contemporary authors. You will write about four papers in each class, and probably re-write more than one of them. The emphasis in 1010 and 1020 is on getting you to think logically yet expansively, with the ultimate objective of empowering you to succeed in all your other courses, whatever your field of interest. *Together, these two courses fulfill all General Education requirements in Rhetoric and Writing, Literature, and Thought, Values, and Beliefs.*

After the freshman year, Brock Scholars are required to take a minimum of 15 hours of 3000-level UHON seminars (five classes) selected from the following:

- UHON 3510 – Topics in Historical Understanding (3 hours)
- UHON 3520 – Topics in Literature (3 hours)
- UHON 3530 – Topics in Thought, Values and Beliefs (3 hours)
- UHON 3540 – Topics in Visual and Performing Arts (3 hours)
- UHON 3550 – Topics in Behavioral and Social Sciences (3 hours)
- UHON 3560 – Topics in Natural Sciences – Non Lab (3 hours)
- UHON 3565 – Topics in Natural Sciences – Lab (4 hours)
- UHON 3570 – Topics in Mathematics (3 hours)
- UHON 3580 – Topics in Statistics (3 hours)
- UHON 3590 – Topics in Non-Western Culture (3 hours)

Each year, the Honors College Advisory Committee solicits 3000-level seminar proposals from UTC faculty members, so the topics and content vary from semester to semester. We ask faculty to offer their "dream courses" – classes they think would be unusually rich and transformative for students, if only they had the opportunity to take them. The Brock Scholars Program creates that opportunity! So, look forward to classes like "A Cultural History of Food," or "Comic Book Culture."

The remaining 13–14 hours of General Education course work may be fulfilled through non-UHON classes, AP and dual enrollment credit, etc. This gives you scheduling flexibility (and you may fulfill more or all of your General Education requirements through UHON seminars if you wish).

Brock Scholars will also complete an honors thesis (4 hours) — either a Departmental Honors Thesis in the major (departmental course 4995) or an interdisciplinary thesis on the College level (UHON 4995). See the "Honors Theses" section above for more information.

Additionally, all Brock Scholars enroll in a "millennial" class appropriate to their class level (**UHON 1000r, 2000r, 3000r**). These one credit hour seminars address topics of particular interest to you at various stages of your academic career. As freshmen, you will be introduced to the University and the Chattanooga community in unusual and involving ways. Sophomores learn about broader, more expansive opportunities for research, academic presentation, internships, study abroad, national scholarships, and more. Juniors are led through the process of thesis preparation and proposal design. Attendance of these classes is required; they are graded via standard letter grades, and so can affect your GPA.

### **Academic Standing**

To remain in good standing in the Brock Scholars Program, students must maintain at least a 3.5 cumulative grade point average while earning a minimum of 30 credit hours during each academic year. In addition, Brock Scholars must make good progress in the Program curriculum. Generally, this means completing at least two Brock seminars per academic year.

Each semester, the Associate Dean reviews the academic standing of every Brock Scholar. If you have fallen below the required 3.5 GPA, you will receive an email stating that you will be put on "probation" for one semester. Students on probation retain their Brock scholarship funding and most other privileges, though they may not apply for additional funded opportunities like Odyssey Grants or Student Research Fellowships (see above). If they cannot raise their GPA to 3.5 after that semester of probation, they are put on "suspension." This is more serious; students on suspension forfeit any Brock scholarships, funding, and opportunities. Students on suspension may not serve on the Honors College Council and may enroll in honors seminars only with permission of the Associate Dean. If after your semester of suspension you still don't have a 3.5, you will be permanently dismissed from the Program. Of course, if you do manage to raise your GPA to 3.5 by the end of your semester of suspension, you will return to good standing and your Brock Scholar benefits will be reinstated immediately.

## Scholarships

Brock Scholars enjoy a four-year renewable scholarship. About 50 scholarships are awarded each year by the Program to students invited to join the freshman class. The Associate Dean will review academic performance at the end of each term to determine continued eligibility and will inform students if their Brock Scholarships are in danger.

The Brock Scholarship will fund a maximum of eight semesters of coursework. However, it is not uncommon for a student to take more than four years (8 semesters) to complete a degree. Should you decide in this case to delay your Honors Thesis until your fifth year (semesters 9 and 10), you will not receive any Brock scholarship during your fourth year (semesters 7 and 8). You will receive the final year of scholarship benefits during semesters 9 and 10, since you will be making satisfactory progress in the Program during your fifth year instead. Your final two semesters of benefits will not be released until you have a thesis proposal approved and register for the appropriate 4995 class.

The Honors College is fortunate to have received support for additional smaller endowed scholarships; students in good standing in the Honors College will be invited to apply for these one-time awards as endowment funds allow.

Non-Brock scholarships, such as the Chancellor's, Provost's, Mocs, and Tennessee HOPE (Lottery), are awarded by the UTC Scholarships Office and carry specific continuation requirements that differ somewhat from those of the Brock scholarships. Your academic performance for Chancellor's and Provost's scholarships is reviewed only once each year, at the end of the Spring semester. Your performance for the Tennessee HOPE Scholarship is reviewed at specific credit hour check points. You will get no warning of imminent danger for non-Brock scholarships. It's up to you to understand and meet the requirements for renewal each year.

## THE INNOVATIONS IN HONORS PROGRAM

The Innovations in Honors (IIH) Program offers students the opportunity to undertake a civically engaged, problem-solving curriculum that will culminate in a solution proposal and action plan, answering authentic problems that are relevant to our city, state, and region. The program is built around a two-course Innovation Lab sequence that utilizes problem-based learning and design thinking to teach creativity, collaboration, and community-based research. Students also do additional honors course work, and complete an honors thesis for a total program of 15-16 credit hours.

### Admission

Admission to the IIH Program is determined by application in the Spring semester of the freshman or sophomore year. There is no minimum GPA required at the time of application, though students must have a 3.2 cumulative GPA and at least 24 hours of graded college coursework to be admitted to the program. Students begin their IIH coursework in the Fall of their sophomore or junior year.

### Curriculum

UHON 2850 – Innovation Lab 1 .....	3 hours
UHON 2860 – Innovation Lab 2 .....	3 hours
1 3000-level UHON Seminar or approved experiential option .....	3-4 hours
Honors Thesis .....	4 hours
UHON 2000, 3000 as appropriate .....	2 hours
TOTAL .....	<hr/> 15-16 hours

At the heart of the IIH curriculum is **UHON 2850 and 2860 – the Innovation Labs**. This year-long, two-course sequence is designed as a community-embedded, problem-based learning experience.

Working with a UTC faculty member and campus and community partners, students learn critical thinking, design thinking, problem-solving, creativity, and more as they identify, research, define, and propose solutions for significant real-world problems. These are not at all typical college courses; much of the learning takes place outside the classroom and away from campus as students go "into the field" to understand some of the truly pressing questions in our community and beyond. Students collaborate across disciplinary boundaries, and have opportunities to network with community change-agents.

In order to complete the Innovations in Honors Program, students must successfully complete both **UHON 2850 and UHON 2860, Innovation Lab I and II**. Students receive an IP (In Progress) at the end of UHON 2850, which the instructor will replace with an appropriate standard letter grade at the end of UHON 2860. In order to receive the total 6 hours of academic credit for UHON 2850 and UHON 2860, students must complete both semesters of I-Labs. Should a student who has made satisfactory progress in UHON 2850 decide not to register for UHON 2860, a letter grade will be assigned by the faculty member rather than the customary IP, and the student will be removed from the Innovations in Honors Program. *It should be understood that, under these circumstances, the highest grade a student can earn in UHON 2850 is a B.*

In addition to the Innovation Lab sequence, IIH students must also complete either a 3000-level UHON seminar that may fulfill general education requirements, or an approved 3 credit hour experiential option. All experiential options will include a final written summary and a reflection piece, to be deposited in the student's learning portfolio. All experiential options must be approved by the Dean or Associate Dean of the Honors College. Possible credit-bearing experiential options may include, but are not limited to, the following:

- A study abroad or domestic study-away experience
- An undergraduate research project or experience
- An extensive, self-directed community service project

IIH students will also complete an honors thesis (4 hours) — either a Departmental Honors Thesis in the major (departmental course 4995) or an Honors College Thesis in an area outside of the student's major or that takes an interdisciplinary approach (UHON 4995). See the "Honors Theses" section above for more information.

Additionally, all IIH students enroll in two "millennial" seminars: **UHON 2000r – Sophomore Honors Studies** and **UHON 3000r – Junior Honors Studies**. These classes address topics of particular interest to you at various stages of your academic career. In UHON 2000, students learn about broader, more expansive opportunities for research, academic presentation, internships, study abroad, national scholarships, and more. In UHON 3000, students are led through the process of thesis preparation and proposal design. Attendance of these classes is required; they are graded, and so can affect your GPA.

## **Academic Standing**

To remain in good standing in the IIH Program, students must maintain at least a 3.2 cumulative grade point average and make satisfactory progress in the program (this means taking required courses and proposing the thesis in a timely manner).

There are three GPA check points. IIH students who do not have the minimum 3.2 cumulative GPA at any one of these check points may not proceed in the program. The Associate Dean of the College will verify GPA continuation eligibility:

- At the time of enrollment in Innovations in Honors
- At the end of the semester in which the thesis is proposed
- At the point of graduation

In order to be eligible for Departmental Honors, students must also have a minimum 3.5 GPA in their major course work.

## **Scholarships**

IIH students receive a \$500 scholarship for each semester they are enrolled in their first UHON 2850 and 2860 courses, and \$500 for each semester they are enrolled in thesis course work. IIH students in good standing may also apply for one-time scholarship funds administered by the Honors College as they become available.

## **THE HIGH-ACHIEVING MOCS PROGRAM**

The High-Achieving Mocs Program offers first-year students the option to live in the honors freshman residential learning community and take common courses together; these include **UHON 1010 – Humanities I** and **UHON 1020 – Humanities II**, and **UHON 1000 – Freshman Honors Studies**, a college engagement and success course. Interested HAM students will be encouraged to apply for the Innovations in Honors Program in order to continue their formal affiliation with and participation in the Honors College throughout their time at UTC.

### **Admission**

Incoming freshmen with a minimum 26 ACT score and a 3.5 high school GPA are encouraged to apply to join the HAM living-learning community.

## **DEPARTMENTAL HONORS PROGRAM**

The Departmental Honors Program (DHON) is administered by the Honors College but resides most meaningfully in the university's individual academic departments. The program allows exceptional students to receive special recognition for their academic achievements. Departmental honors is bestowed upon students who have maintained high academic standards in their course work, completed an acceptable two-semester, four-hour thesis, and passed an oral examination. Graduation with departmental honors is recorded on the academic record and on the diploma. The departmental thesis allows each honors candidate to deepen knowledge and increase skills in a particular discipline. Typical thesis projects include original research or literary analysis, scientific experimentation, or acts of artistic expression with appropriate documentation. Departmental Honors requires an institutional cumulative grade point average of 3.2 and a grade point average of 3.5 in the major. Any student with an institutional cumulative grade point average of 3.5 and a grade point average of 3.75 in the major may become a candidate for highest departmental honors

Students interested in completing a Departmental Honors Thesis should consult with both the Honors College and their home departments no later than the first semester of the junior year. Application for departmental honors is usually made during the third semester before graduation. Forms and a full accounting of procedures and policies can be found in the current *Departmental Honors Manual*, obtainable online at <http://www.utc.edu/honors-college/dhon.php>.

## **THE HONORS COLLEGE COUNCIL**

The Honors College Council organizes co-curricular, social, and community service activities in the College. It also coordinates the activities of the various Council committees.

In the semester of their entry into the Honors College, students will make a one-time dues payment in support of Council activities, as follows:

- Brock Scholars: \$75
- Innovation Scholars: \$40
- High-Achieving Mocs \$25

At the end of every academic year, Honors College students will elect 14 representatives to the Council. Whether you are a representative or not, all honors students are expected to participate in events planned by the Council.

Periodically the Council will also call upon all Honors College students to join various ad hoc committees. Look for those opportunities when they are announced by email or posted on the College's UTC Online community. Be ready to offer your help.

## COMPLAINT POLICY AND PROCESS

The Honors College faculty and staff are committed to providing high quality service to everyone we deal with. To do this, we need you to let us know when we get things wrong so that we can resolve your complaint as quickly as possible.

If you have a complaint about a **faculty member** teaching an honors course, please speak with **Linda Frost (Dean)** or **Greg O'Dea (Associate Dean)**.

If you have a complaint about an Honors College **staff member**, please speak with that person's direct supervisor:

- *Linda Frost (Dean) supervises:*
  - Greg O'Dea (Associate Dean)
  - Leslie Pusey (Director of National Scholarships)
  - Owen Foster (Coordinator, Innovations in Honors)
  - Rebekah Caldwell (Administrative Assistant/Budget Manager)
- *Greg O'Dea (Associate Dean) supervises:*
  - Debbie Bell (Associate Director)
  - Sherese Williams (Assistant Director)
- *Rebekah Caldwell (Administrative Assistant/Budget Manager) supervises:*
  - Jillian Waterhouse (Student Assistant Director)
  - Deborah Karpeh (Student Assistant Director)

## DANGERS AND PITFALLS

### Denying You Need Help

You have a great support system as an Honors College student: nine staff members whose job it is to help you succeed both at UTC and beyond. We are here to help you solve problems, whether they are social, psychological, academic, or financial. But we can only help if you tell us you need help. This is the hard part for honors students. You are all very bright. You are used to making 'A's, getting along with your teachers, being held up as model students. But the reality is you may not be able to continue this smooth trend in college, at least over four years. Eventually you may get a poor grade on a paper, fail an exam, forget a homework assignment and stress out. The worst thing you can do is deny your need for help. The best thing you can do is contact an Honors College staff member. Here are just a few things we can do for you:

- Talk with you about your problem, offering sage wisdom now and then.
- Contact your professor and see how your performance could be improved.
- Arrange for tutoring.

- Work with Financial Aid to investigate financial problems.
- Contact a professional counselor or psychologist and make an appointment for you.
- Contact the Offices of Records, Admissions, etc. to solve bureaucratic issues.
- Help alter your schedule of classes.

### **Losing Touch with the College and Poor Communication**

Beware of losing touch with a community designed to help you succeed. Come by the Guerry Center at least a couple of times a week to do some homework. Sit a while and maybe chat with the staff and other students.

Increasingly, staying on top of electronic communications is critical to your welfare and success. Social media are fun and useful in a lot of ways, and we do use them, but they have their limits. Get used to using your UTC email account – that's where you'll receive important communications from the University, your professors, and Honors College administrators. Check your UTC email account at least once a day, and respond quickly when it's called for. Also, all Honors College students are automatically enrolled in a "UTC Learn" Organization (<http://www.utc.edu/learn>). This organization is an important source of information about the Honors College programs, courses, important documents, and opportunities. You are encouraged to send email via the community, but be sure to keep the content relevant to the College or your program, and of interest to honors students.

### **Tutoring**

Sometimes even honors students need academic help, so if you find yourself struggling with a class, talk to your Honors College advisor. UTC has some excellent tutoring resources, and your advisor can help you tap into them. The **Center for Advisement and Student Success** offers free one hour tutoring sessions during Fall and Spring semesters for students enrolled in the following classes:

- Biology 1110, 1120, 1130, 2060, 2080, 2100, and 3250
- Chemistry 1110, 1120, 3010, and 3020
- Economics 1010, 1020
- Engineering 1030 and 1040
- Math 1000-2000 levels
- Nursing 2260
- Physics 1030 and 1040

The Center also has up-to-date information on many other tutoring resources for students in Business, Foreign languages, Political Science and much more. You can also apply to work as a paid tutor in the Center, Math Plaza, and elsewhere. Visit their website at <http://www.utc.edu/center-college-student-success/tutoring/index.php>

Need help on a writing project? You can get free assistance at UTC's **Writing and Communications Center** (Library 327). Many honors students work as writing consultants there, so you'll be sure to get expert guidance. You can also apply to work as a consultant yourself!



## APPENDIX A

The University of Tennessee at Chattanooga Honors College  
**Brock Scholars Program**  
**Acceptance Agreement for Admission**

As a student in the Brock Scholars Program, I agree to the following requirements and expectations:

1. I will maintain at least a 3.5 cumulative grade point average while earning a minimum of 24 credit hours during each academic year. In addition, I will fulfill course requirements for the Brock Scholars curriculum as directed by my honors advisor. Generally, this includes completing at least two Brock seminars per academic year. I acknowledge that minimum cumulative and major GPAs of 3.5 are required to successfully complete and graduate from the Brock Scholars Program.
2. I agree to act at all times in a manner befitting a member of a select, honorable group of students. Specifically, I will not steal, cheat, plagiarize, break the law, or do anything that would bring dishonor to myself or to the Brock Scholars Program.
3. I will abide by the Student Code of Conduct for all UTC students set forth in the UTC *Student Handbook* published by the UTC Division of Student Development available online at <https://www.utc.edu/dean-students/student-handbook.php>. Furthermore, I will abide by all rules for Brock Scholars as determined by the Program staff and Council, and detailed in the *Honors College Handbook*, available at <https://www.utc.edu/honors-college/hc-handbook-2019>
4. I agree to complete a departmental honors thesis in my major program OR an Honors College thesis.
5. I agree to participate annually in at least one of the social and/or community service projects sponsored by the Honors College Council. I also agree to participate actively in at least one committee of the Honors College Council. *In support of Council activities, I agree to make a one-time dues payment of \$75 at the time of my entry into the College.* I understand that satisfactory progress in the Brock Scholars Program is dependent upon active citizenship as well as academic performance.
6. I agree to attend all general Honors College meetings and honors studies classes. If I cannot attend a meeting, I will provide a written excuse to the Associate Dean of the Honors College prior to the meeting.
7. I agree to do my part in maintaining the tidiness, order and security of the Honors College Reading Room and computer lab.
8. I agree to participate willingly in efforts organized by the Honors College staff and Council to recruit and orient new members of the Honors College. This may entail serving as a host, mentor and ambassador for future candidates and students.

I have read, understand and agree to the above requirements of the Brock Scholars Program. I acknowledge that any violations of this agreement will subject me to dismissal from the program.

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Print Name

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Signature

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Date

## APPENDIX B

### The University of Tennessee at Chattanooga Honors College Innovations in Honors Program Acceptance Agreement for Admission

As a student in the Innovations in Honors (IIH) Program, I agree to the following requirements and expectations:

1. I will maintain at least a 3.25 cumulative grade point average, and understand that my GPA will be checked at three different points: (1) at the time I enroll in the Program, (2) when I propose my honors thesis, and (3) at the time I graduate; if my GPA is below a 3.2 at any of these points I will not be allowed to continue in the Program or receive an Honors College distinction at graduation.
2. I will fulfill all course requirements for the IIH curriculum as directed by my honors advisor. This includes completing the two-semester Innovation Lab sequence, completing the 1-credit UHON 2000 and UHON 3000 courses, completing a Brock Scholars seminar or other approved experiential learning experience, completing a Departmental Honors or Honors College thesis, and fulfilling leadership and service roles while at UTC.
3. I agree to act at all times in a manner befitting a member of a select, honorable group of students. Specifically, I will not steal, cheat, plagiarize, break the law, or do anything else that would bring dishonor to myself, the IIH Program, or the Honors College. I will act professionally in all community activities and with all community members with whom I work as part of this program and beyond.
4. I will abide by the rules of conduct for all UTC students set forth in the UTC *Student Handbook* published by UTC's Dean of Students' Office (available online at <http://www.utc.edu/dean-students/student-handbook.php>). Furthermore, I will abide by all rules for IIH students as determined by the Honors College staff and Council.
5. I agree to participate actively in Honors College Council activities and in the activities and projects of UHON 2000 and 3000. *In support of Council activities, I agree to make a one-time dues payment of \$25 at the time of my entry into the College.*
6. I agree to attend all general Honors College meetings, all honors classes, and complete all related assignments. If I cannot attend a general Honors College meeting, I will provide a written excuse to the Associate Dean of the Honors College prior to the meeting.
8. I agree to participate willingly in efforts organized by the Honors College staff and Council to recruit and orient new members of the Honors College. This may entail serving as a host, mentor and ambassador for future candidates and students.

I have read, understand and agree to the above requirements of the Innovations in Honors Program. I acknowledge that any violations of this agreement may subject me to dismissal from the program.

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Print Name

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UTC ID

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Signature

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Date

## APPENDIX C

The University of Tennessee at Chattanooga Honors College  
**High-Achieving Mocs Program**  
**Acceptance Agreement for Admission**

1. I will achieve a first-semester UTC GPA of 3.30 and will earn a minimum of 24 credit hours during the freshman year. I also agree to meet regularly with my Honors College advisor and peer mentors.
2. I will enroll in the two required freshman honors general education courses in the fall (UHON 1010-6 hrs) and spring (UHON 1020-6 hrs.) and perform to the best of my ability. In addition, I will be enrolled in UHON 1000, a one-hour course designed to learn about special opportunities that will help me make the most of my undergraduate experience.
3. I agree to act at all times in a manner befitting a member of a select, honorable group of students. Specifically, I will not steal, cheat, plagiarize, break the law, cause injury or harm to others, or do anything else that would damage our community or dishonor myself, the HAM Program, or the Honors College.
4. I will live in the UTC Honors Freshman Living-Learning Community (LLC) unless I receive the residency exception and do NOT live on campus. I understand that I will be paired with a roommate who is an Honors College freshman and will not be able to room with anyone who has not been accepted to the Honors College.
5. I will abide by the rules of conduct for all UTC students set forth in the UTC *Student Handbook* published by UTC's Dean of Students Office (available online at <http://www.utc.edu/dean-students/student-handbook.php>). Furthermore, I will abide by all rules for honors students as determined by the Honors College staff. These rules are detailed in the *Honors College Handbook*, available on the Honors College website (<http://www.utc.edu/honors-college>).
6. I will attend the Honors Freshman Retreat on August 12-14, 2019.
7. I agree to participate actively in UTC Honors LLC activities and programs.

I have read, understand and agree to the above requirements of the High-Achieving Mocs Program. I acknowledge that any violations of this agreement may subject me to dismissal from the program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
UTC ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date