

# 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 curious 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 graduated, 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](mailto:Linda-Frost@utc.edu)
- Will Kuby, Associate Dean: 425-5314, [William-Kuby@utc.edu](mailto:William-Kuby@utc.edu)
- Sherese Williams, Director of Admissions and Operations: 425-5315, [Sherese-Williams@utc.edu](mailto:Sherese-Williams@utc.edu)
- Jordan King, Director of Innovations in Honors Program: 425-2128, [jordan-king01@utc.edu](mailto:jordan-king01@utc.edu)
- John "Trey" Straussberger, Director of National Scholarships: [john-straussberger@utc.edu](mailto:john-straussberger@utc.edu),
- Rebekah Caldwell, Business Manager: 425-4128, [Rebekah-Caldwell@utc.edu](mailto:Rebekah-Caldwell@utc.edu)
- Jayda Coons, Assistant Professor in the Honors College: [Jayda-Coons@utc.edu](mailto:Jayda-Coons@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/innovations>  
*Departmental Honors Website:* <https://www.utc.edu/honors-college/departmental-honors>  
*Office of National Scholarships Website:* <https://www.utc.edu/national-scholarships>



## **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 the following skills:

- Collaborate productively
- Revise based on feedback
- Engage professionally / publicize research and/or creative activity
- Engage with the community with inclusive awareness

## **HONORS COLLEGE BENEFITS**

### **Academic Advisement and Priority Registration**

All students admitted to the Honors College receive priority registration for classes. First-time, first-year Brock Scholars 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 currently enrolled honors students should plan to meet their major academic advisor early enough to register during priority registration; honors advisors see as many of these students as possible before this date as well.

Honors College advisors will meet with each freshman to discuss academic options and expectations. Currently enrolled students 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 within a 2-3-hour radius of Chattanooga (including, but not limited to, Chattanooga, Atlanta, Nashville, Knoxville, Huntsville, and Birmingham). This stipend is intended to enrich 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; cultural stipends must pay for a ticket or entrance fee (not parking, etc.). Cultural stipends are NOT for use when traveling for a conference or a study abroad experience.

You will need to obtain approval to secure a cultural stipend before you actually attend the event. We will provide a Google form for you to do this that we will review weekly; your deadline for submitting a cultural stipend request will be every Friday during the academic year by 5:00 pm.

## **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 all honors requirements in their Brock Scholars or Innovations in Honors minors, including the thesis.

### **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 3.2 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 transcript.

## **Honors Housing**

The Honors Residential College is located in Stophel Apartments; all freshmen who live on campus are required to live in our honors residential learning community (appeals or competing housing situations may be considered); after the freshman year, honors students may choose to live where they please, on campus or off. Upperclassmen may also contract for a room there as space allows.

## **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 two 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 a competitive hourly wage. 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, and the quality/thoughtfulness of student applications. Appointments are for one semester only.

### **Academic Conference Participation**

Honors College students have many opportunities to present their research and creative work at several interdisciplinary honors conferences each year: the Tennessee Collegiate Honors Council Conference, the Southern Regional Honors Council Conference, and the National Collegiate Honors Council Conference. These conferences require students to submit presentation proposals; if you have a proposal accepted for presentation, the Honors College will pay your conference registration fee as well as lodging and travel expenses to and from the conference (you must travel with the group if we are to fund this travel). If you have a proposal accepted by the conference *you must attend and make the presentation* unless serious medical or other emergencies make it impossible to do so; we will have invested considerable funds in your participation which we will not be able to recoup. *Should you decide not to present after you have committed, you will no longer be eligible for future travel with the Honors College.*

## 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 <https://www.utc.edu/enrollment-management-and-student-affairs/student-conduct>. Honors College students will also abide by the rules and policies set forth in this *Honors College Handbook*.

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.

### 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 3.2 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, Black Student Alliance, 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 interview weekends, and speaking to interested potential Innovation Scholars during our information sessions for that program. Negligence in this regard may affect your applications for Odyssey Grants, Travel Seminar participation, and other opportunities.



## Learning Environment

Above all else, the Honors College is a community of inquiry. Its students, faculty, staff, alumni, and community partners are asked to commit to seeking not only knowledge, but also awareness and understanding of people whose experiences, cultures, spiritual beliefs, values, and skills are different from their own. To that end, we must all work to create and sustain a learning environment that embraces a broad range of ideas and perspectives. That work insists on the following principles, both in and outside of the classroom:

- *Be courteous.* When someone else is speaking, don't interrupt or engage in side conversations. Remember that your facial expressions and body language can reveal whether or not you are paying attention to what is being said.
- *Listen.* This is different from merely letting someone talk. You can't effectively agree or disagree with another person's ideas if you haven't actively listened to those ideas in an effort to understand them. Asking follow up questions, critiquing, expanding on or clarifying a point all demonstrate that you have paid attention to the speaker.
- *Challenge the idea, not the person.* Other people have the right to hold opinions and beliefs with which you may disagree. Should you want to challenge something that's been said, be sure to challenge the idea and not the person sharing it.
- *Make space for others' ideas.* Allow everyone the chance to talk. If you have a lot to say, try to hold back a bit; if you are hesitant to speak, look for opportunities to contribute to the discussion and empower yourself to speak up.
- *Speak your discomfort.* If you are offended by something or think someone else might be, say something – calmly and respectfully, but do speak up. No one else can express your personal discomfort as well as you can.
- *Use dignifying language.* A serious community of inquiry cannot tolerate the use of language that intentionally insults others, including racial epithets and comments intended to be sexist, homophobic, transphobic, ageist, ableist, etc. Language is a powerful tool; use it to dignify others, not demean them.

## THE BROCK SCHOLARS PROGRAM

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

### Admission

Each year the Brock Scholars Program seeks to admit 80 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 January 21 of the year in which they would matriculate as first-time freshmen the following August; a completed application includes both an on-line written application and an interview scheduled with a faculty or staff member affiliated with the Honors College during one of our interview weekends. For more information and a current application see the Brock Scholars website: <https://www.utc.edu/honors-college/brock-scholars/>.

After all applications are considered, the Brock Scholars selection committee will notify all applicants of their admission status.

### Curriculum

The Brock Scholars curriculum is an academic minor at UTC, and consists of 25-31 credit hours in specially designed and enhanced seminar courses, most of which fulfill general education requirements, as well as experiential learning courses that give students opportunities to develop and practice essential skills while challenging themselves beyond the classroom. The flexible nature of our curriculum allows students from any academic major to participate in the program.

**Brock Scholars must declare Brock Scholars as a minor field of study, and complete all of the following (19 credit hours total):**

- UHON 1000 – Freshman Honors Studies (1 credit hour)
- UHON 1010 – Humanities I (6 credit hours)\*
- UHON 1020 – Humanities II (6 credit hours)\*\*
- UHON 2000 – Sophomore Honors Studies (1 credit hour)
- UHON 3000 – Junior Honors Studies (1 credit hour)
- Departmental Honors or Honors College Thesis: 4 credit hours in any 4995 course

**Additionally, Brock Scholars select a total of four courses from the following two lists; no more than two courses may be selected from the second list (6-12 credit hours total).**

1. *Must select at least two of the following for a minimum of 6 hours:*

- *Innovation Labs (must be taken together in sequence):*
  - UHON 2850r – Innovation Lab I (3 credit hours)
  - UHON 2860r – Innovation Lab II (3 credit hours)
- *General Education Seminars:*
  - UHON 3620r – Topics in Humanities and Fine Arts (HF) (3 credit hours)
  - UHON 3630r – Topics in Natural Science (LC or LL) (3 or 4 credit hours)
  - UHON 3640r – Topics in Behavioral and Social Sciences (SB) (3 credit hours)
  - UHON 3650r – Topics in Quantitative Reasoning (QR) (3 credit hours)
  - UHON 3660r – Topics in Individual and Global Citizenship (CZ) (3 credit hours)

2. *May select up to two of the following Experiential Learning courses (no minimum # of credit hours):*

- UHON 3950r – Honors Experiential Learning: Internship (0-3 credit hours)
- UHON 3960r – Honors Experiential Learning: Leadership (0-3 credit hours)

- UHON 3970r – Honors Experiential Learning: Service Learning (0-3 credit hours)
- UHON 3980r – Honors Experiential Learning: Study Abroad/Study Away (0-3 credit hours)
- UHON 3990r – Honors Experiential Learning: Undergraduate Research/Creative Activity (0-3 hours)

\*UHON 1010 is 6 hours of course credit, with 3 hours counting as General Education: Writing and Communication and 3 hours counting as General Education: Humanities and Fine Arts.

\*\*UHON 1020 is 6 hours of course credit, with 6 hours counting as General Education: Writing and Communication; and 3 hours counting as General Education: Humanities and Fine Arts.

The remaining 28-29 hours of General Education requirements may be fulfilled through the General Education Honors Seminars, or through non-honors General Education courses.

Honors General Education Seminars are proposed annually by UTC faculty members and selected by the Honors College Advisory Committee for inclusion in the following year's class schedule. The seminars selected will then be developed carefully and collaboratively to ensure fulfillment of General Education learning outcomes.

### **Honors Thesis**

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

### **Academic Standing**

To remain in good standing in the Brock Scholars Program, students must maintain at least a 3.2 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's curriculum. Generally, this means completing at least two honors requirements per academic year.

Each semester, the Associate Dean reviews the academic standing of every Brock Scholar. If you have fallen below the required 3.2 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 3.2 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 3.2, you will be permanently dismissed from the Program. Of course, if you do manage to raise your GPA to 3.2 by the end of your semester of suspension, you will return to good standing and your Brock Scholar benefits will be reinstated immediately. You may also appeal to be reinstated in the program if you bring your GPA back up to the minimum 3.2.

### **Scholarships**

Brock Scholars enjoy a four-year renewable scholarship. 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. Your final two semesters of benefits will not be released until you have a thesis proposal approved and register for the appropriate 4995 class. If you were to delay starting your Honors Thesis until your fifth year (semesters 9 and 10), you would 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.

Non-Brock scholarships, such as the Chancellor's, Provost's, Mocs, Transfer, 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 is an academic minor at UTC, offering 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 18-21 credit hours.

### Admission

Admission to the IIH Program is determined by application in the Spring semester of the freshman or sophomore year. 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. For more information, go to <https://www.utc.edu/innovations>; for the IIH application, go to <https://www.utc.edu/honors-college/future-honors-college-students>.

### Curriculum

Innovations in Honors students must declare IIH as a minor field of study. The required curriculum for IIH students is 18-24 hours of honors course work, constituted as follows:

*Innovation Scholars must complete all of the following (12 credit hours total):*

- UHON 2000r – Sophomore Honors Studies (1 credit hour)
- UHON 2850r – Innovation Lab I (3 credit hours)
- UHON 2860r – Innovation Lab II (3 credit hours)
- UHON 3000r – Junior Honors Studies (1 credit hour)
- Departmental Honors or Honors College Thesis: 4 hours in any 4995 course

*Innovation Scholars also select any of the following courses for a minimum of 6 credit hours or a maximum of 12 credit hours. (Honors credit from other approved programs or colleges may be substituted for these requirements if they are included in a previous articulation agreement or have received permission from the dean.)*

General Education Seminars:

- UHON 3620r – Topics in Humanities and Fine Arts (HF) (3 credit hours)
- UHON 3630r – Topics in Natural Science (LC or LL) (3-4 credit hours)
- UHON 3640r – Topics in Behavioral and Social Sciences (SB) (3 credit hours)
- UHON 3650r – Topics in Quantitative Reasoning (QR) (3 credit hours)
- UHON 3660r – Topics in Individual and Global Citizenship (CZ) (3 credit hours)

Experiential Learning Courses:

- UHON 3950r – Honors Experiential Learning: Internship (0-3 credit hours)
- UHON 3960r – Honors Experiential Learning: Leadership (0-3 credit hours)
- UHON 3970r – Honors Experiential Learning: Service Learning (0-3 credit hours)

- UHON 3980r – Honors Experiential Learning: Study Abroad/Study Away (0-3 credit hours)
- UHON 3990r – Honors Experiential Learning: Undergraduate Research/Creative Activity (0-3 credit hours)

At the heart of the IIH curriculum is the Innovation Lab sequence, **UHON 2850 and 2860**. 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.***

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.

### **Academic Standing**

To remain in good standing in the Innovations in Honors Program, students must maintain at least a 3.2 cumulative grade point average while earning a minimum of 30 credit hours during each academic year. In addition, Innovation Scholars must make good progress in the program's curriculum.

Each semester, the Associate Dean reviews the academic standing of every Innovation Scholar. If you have fallen below the required 3.2 GPA, you will receive an email stating that you will be put on "probation" for one semester. Students on probation retain their Innovation 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 3.2 after that semester of probation, they are put on "suspension." This is more serious; students on suspension forfeit any Honors College scholarship, funding, or other 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 3.2, you will be permanently dismissed from the Program. Of course, if you do manage to raise your GPA to 3.2 by the end of your semester of suspension, you will return to good standing and your honors benefits will be reinstated immediately. You may also appeal to be reinstated in the program if you bring your GPA back up to the minimum 3.2

### **Scholarships**

This year, every Innovations in Honors in good standing (with a 3.2 GPA) will receive a \$1000 scholarship in both the Fall and Spring semester (total of \$2000 for the year). The Associate Dean will check GPAs between semesters to ensure students' continued eligibility for this award.

## 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. 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 3.2 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 <https://www.utc.edu/honors-college/departmental-honors>.

## 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: \$40
- Innovation Scholars: \$20

Each academic year, Honors College students will elect a minimum of 13 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 **Will Kuby (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:*
  - Will Kuby (Associate Dean)
  - Jordan King (Director of Innovations in Honors)
  - Sherese Williams (Director of Operations and Admissions)
  - Trey Straussberger (Director of National Scholarships)
  - Rebekah Caldwell (Budget Manager)
- *Will Kuby (Associate Dean) supervises:*
  - Jayda Coons (Assistant Professor of English in the Honors College)
- *Rebekah Caldwell (Budget Manager) supervises:*
  - Student Assistant Directors

## DANGERS AND PITFALLS

### Denying You Need Help

You have a great support system as an Honors College student: a robust and caring staff 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. The reality is, though, that 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, etc. Then the stress REALLY hits. 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.
- Work with Financial Aid to investigate financial problems.
- Refer you to Student Outreach and Support or to UTC's Counseling Center.
- 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; your UTC email account is the *only* one you should be using for official UTC business. 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 Academic Support and Advisement** offers free tutoring sessions during Fall and Spring semesters for students enrolled in a range of classes. The Center also has up-to-date information on many other tutoring resources for students in Business, Foreign languages, Political Science and much more. In addition, you can apply to work as a paid tutor in the Center, Math Plaza, and elsewhere. Visit their website at <https://www.utc.edu/enrollment-management-and-student-affairs/academic-support-and-advisement>.

Need help on a writing project? You can get free assistance at UTC's **Writing and Communication Center** (Library 118). 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!