

Honors Program Academic Guidelines

Honors students are selected for their academic potential, as well as prospective leaders in the community and held to a high standard. Below are the *minimum* academic requirements and the *minimum* extracurricular expectations to remain in good standing in the Honors Program.

Good Standing and Graduation Requirements

- Students must achieve an overall GPA of 3.2 every semester with no less than B- in every class.
- If your GPA falls slightly below the required level, but it seems likely that you can meet that standard, you may be placed on academic probation for one semester. (See Below for more information about probation)
- If you fail one of the Honors classes or do not complete a contract, you will be dismissed from the Honors Program.
- To graduate with Honors, you must remain in the Program until graduation and successfully complete an honors course or contract for each semester you are in the Program (minimum 3 contracts/courses)
- Failure to meet the requirements and standards of the Honors Program will result in dismissal and the termination of all associated privileges. However, dismissal from the Honors Program does not mean dismissal from Hostos Community College.

In addition to your academic requirements, you **must** fulfill the following requirements to graduate as an Honor student:

- Participate in Honors Colloquia and all other events associated with the Program and Honors sections. *Participate* means to arrive on time for the event and stay for the duration of the event unless otherwise approved in advance.
- Complete 15 hours of Community service every semester. (Many students do many more)

Please keep in mind that when you enter the Honors Program, you become a member of a diverse community of Faculty, students and facilitators, you will have access to courses and opportunities to come together with your fellow students through a series of on-campus and off-campus programs. Such programs include trips to museums and the theater, gatherings at which you present your projects, and social events. We host numerous events, both on-site and virtual, from writing to technology workshops, which allow you to work with other students in small, cross-campus groups. Through the Honors Program social networking site, and discussion boards organized by the Instructional technology office, as well as through e-portfolios and blogs, you will be able to interact in virtual communities across the campus. You will be always representing the Program and Hostos and your behavior and demeanor should always reflect the Honors Program's code of conduct. Honors

students are expected to be per-to per mentors to fellow Honors students and to the College community at large.

Study Abroad Opportunities

Honors students will need to meet the challenges of learning and leadership in an increasingly global environment. As part of our mission to foster intellectual breadth and international awareness, we strongly encourage you to seize the opportunity to study in a study abroad program at CUNY. Going abroad for study gives you a chance to live with students from your host country, learn a foreign language, and immerse yourself in an environment that will challenge you to think, feel, see, and learn differently. The Hostos Community College sponsors a number of Honors opportunities where you can participate in innovative coursework.

To help finance your tuition, transportation, and living expenses, you are encouraged to apply to *Study/Travel Abroad opportunities for CUNY Students (STOCS)* and/or *Scholarships for International Resume-Building Opportunities for CUNY Students (SIROCS)*. In addition, you can also seek outside fellowships and additional resources within CUNY, as well as outside funding such as the Gilman International Scholarship Program and the National Security Education Programs. Studying abroad through any program requires thoughtful advance planning, both academic and financial. Consult the Honors Program facilitators and your campus Study Abroad Coordinator for help in making your plans.

Transfer opportunities

The Honors Program is continuously looking for transfer opportunities and scholarships. As an honors student you will be required to submit a transfer application to complete 4-year universities in addition to the 4-year CUNY colleges. Simultaneously, you will be required to apply for the Kaplan Foundation Scholarship and the Guttman Transfer Scholarship, if eligible, and other transfer and summer exploration programs.

Students are generally discouraged from transferring before graduating from the Associate's degree. In some circumstances, an exception may be made if there are major compelling reasons for you to transfer without graduating. If you feel you need to transfer, first discuss it with your advisor. If, after discussing all options with your advisor, you wish to transfer, the program will assist you with the process.

Additional Policies and Regulations

Work Policy

Your primary responsibilities as an Honors student receiving financial aid are academic; you are strongly discouraged from working during the semester, but if you need to work you and your work schedule conflicts with Honors activities, you must provide documentation.

Leave of Absence

In exceptional circumstances, such as an acute documented medical condition, you may be granted a leave of absence from the Honors Program. Your Advisor will assist you with the appropriate procedures at College.

Withdrawal

If you decide to withdraw from the Honors Program, you should write a letter announcing your intention and submit it to the Director. You must participate in an exit interview with Advisor, Mentor and Director; return your laptop, locker and swipe card for the Honors Room. If you withdraw during a semester, you will be responsible for all financial consequences, such as tuition.

Incompletes

Receiving more than one “Incomplete” in the same semesters will lead to immediate dismissal from the program, with the exception of documented personal or medical reasons. If you receive one “Incomplete” you need to resolve it (with a grade of “A” or “B”) before the last day of classes of the immediately subsequent semester.

Probation

If your academic performance falls slightly below the minimum requirements, but it seems likely that you can meet the standards, you may be placed on academic probation for one semester. If after the mid-semester evaluation there are signs that your academic performance will not improve, you will be dismissed from the program. However, dismissal from the Honors Program does not mean dismissal from Hostos Community College.

Communication

Please get in the habit of checking your e-mail every day for last minute updates and notices.

We often have important messages to communicate to Honors students. Make sure to update your contact information as often as necessary, including your **Hostos Community College** email address, personal email address, telephone number, and mailing address. You can update your contact information directly at the Registrars and Financial Aid office. It is not an acceptable excuse be absent to an event because you didn't read your email. Also, you can join the online Honors Program social networking site from the Honors website.

By joining the Honors Program you agree to participate and return all forms, surveys and questionnaires as required by the program and consent to the use of your photographic image and biographical data for the Program's recruiting and fundraising purposes at any given event during and after your participation in the Honors Program.

Laptop/iPad Care and Repair

As long as you are enrolled in the Honors Program you are entitled to use a laptop or iPad that should be returned to program at the end of your affiliation. If you accidentally damage your equipment, experience any software or hardware issues, consult the Honors Program staff. Should the equipment be damaged, stolen, or missing, you will responsible to report it immediately to the Program, and depending on the circumstances to replace the equipment. Failure to return equipment or report it missing will result on financial stops in your record at Hostos.

Honors Reading Room

The Honors Reading Room is exclusively for studying and interacting with Honors peers. *Guests are not allowed in the room without previous writing authorization.* Please note that by signing the Honors Code of Conduct you are accepting the Honors Room regulations:

- Reading room should be used during College's business hours (7am-10pm) only.
- You should respect the equipment and furniture.
- You should maintain the room clean and neat at all times, removing all personal belonging from shared areas.
- You should use the reading room card for your own access only, never lending your card or allow strangers to come in the room. Since all access to the room is electronically recorded, you might be held responsible for any damage or missing objects if your card was last used to access the room.
- You should not use your locker to store perishable or illegal items. Campus Security is authorized to conduct random checks, and for that purpose you should not block the locker's window.
- Notify the Honors Program if any card is lost or misplaced. You will need to pay \$25 fee to replace it.
- Neither the Honors Program nor the College is responsible for any missing objects left unattended in the room.

Any unforeseen circumstances not addressed on these guidelines will be decided by the Honors co-directors in consultation with the Honors Faculty Committee.