Lee College Honors Program Handbook

Section 1: Program Overview and Philosophy

1.1 Overview and Philosophy

The Lee College Honors Program serves academically talented, intellectually curious, and highly motivated students who seek a deeper and more engaged course of study. Consistent with the mission of Lee College to provide quality instruction and to prepare students for success in higher education and employment, the Honors Program promotes academic excellence, critical inquiry, and close intellectual engagement between students and faculty.

The Honors Program is not a degree program. Students in all disciplines and degree pathways are welcome to participate in the Honors Program if they are interested and eligible. Students earn Honors distinction by completing specially designated coursework and/or Honors contracts that extend the depth, rigor, and scope of their academic work beyond standard course requirements. These experiences are intended to support students' success in transfer to four-year institutions and in future employment, while fostering the confidence, curiosity, and habits of mind associated with lifelong learning and leadership.

Honors at Lee College began in 1974 with the introduction of an interdisciplinary American Studies course. Since that time, the program has remained, by design, a faculty- and student-driven initiative: individual faculty members propose and develop Honors coursework and contract opportunities within their disciplines, and students bring initiative and their own scholarly interests to the program's classes, contracts, and co-curricular life. The Program Coordinator, the campus Honors Committee, and the Student Honors Council exist to support, coordinate, and sustain this work, and the continued vitality of the program depends on the ongoing engagement of faculty across the college's academic and technical divisions.

1.2 Student Consideration / Eligibility

Admission to the Program

Admission to the Honors Program is evaluated holistically, taking into account a student's academic performance, faculty recommendations, and stated educational goals, rather than being determined solely by fixed numeric thresholds. That said, applicants are generally expected to demonstrate academic readiness through one or both of the following:

- A cumulative GPA of 3.5 or higher on nine or more college-level credit hours; and/or
- A cumulative high school GPA of 3.75 or higher

In addition, students are expected to be college-ready in reading, writing, and mathematics. Current or prior enrollment in remedial or developmental coursework does not automatically exclude a student from the Honors Program; however, depending on a student's overall academic profile, a student who has not yet demonstrated readiness in one or more of these areas may be asked to complete the relevant developmental coursework before being admitted to Honors coursework or contracts.

Students who do not meet these general benchmarks are not automatically excluded from the program. Exceptions may be made for applicants who are otherwise outstanding or well-recommended, and all interested students—regardless of GPA or class rank—are encouraged to apply. Applicants whose record reflects limited academic history may be asked to meet with the Program Coordinator to further discuss readiness and may be advised to reapply following a stronger academic record.

Students apply to the Honors Program using the Honors Program application on the program website, a copy of which is provided as Appendix A.

Maintaining Eligibility

Continued eligibility, once admitted, depends on active participation in the program and on maintaining good academic standing. A student may lose eligibility to enroll in Honors coursework or contracts by:

- earning a grade of D or F in an Honors course;
- withdrawing from an Honors course or contract after the applicable census date, especially where there is a pattern of withdrawal from courses or contracts; or
- failing to remain actively engaged in Honors coursework or contracts for an extended period.

Students who lose eligibility may reapply to the program. When they reapply, they will be evaluated on the basis of their academic success and eligibility at the time of application including what has changed to allow them greater success this time around. Given the range of degree pathways and enrollment patterns among Honors students, what constitutes an "extended" period of inactivity is left to the judgment of the Program Coordinator, in consultation with the Honors Committee as needed.

1.3 Program Completion

To complete the Honors Program, a student must:

- Earn a grade of B or better in a minimum of 15 credit hours of Honors coursework and/or Honors contracts; and
- Have a cumulative GPA of 3.25 or higher at the time they complete their Honors required credit hours.

Each Honors course or contract a student completes is individually noted on the student's official transcript as it is earned. Students who go on to complete the full program requirements above receive an additional transcript notation marking them as completers

of the Lee College Honors Program, and are eligible to receive a personalized, engraved Honors medallion, presented at the Program's annual recognition ceremony (see Section 4.4).

Students who actively participate in the program for at least one academic year—even if they do not go on to complete the full 15-credit-hour/3.25-GPA requirement—are eligible to receive an Honors graduation cord.

Students are encouraged, though not required, to pursue completion of the full program. Enrollment in individual Honors courses or completion of a single Honors contract remains available to any eligible student, regardless of whether the student intends to complete the full program.

Section 2: Administration of the Honors Program

2.1 Program Coordinator

The Honors Program Coordinator is a full-time faculty member selected by the President of the College, or at the President's discretion by the Vice President, Academic Affairs, to lead the Honors Program. The Coordinator holds faculty rank consistent with Lee College's minimum qualifications for a teaching field offered at the college, along with prior experience teaching at the postsecondary level. The Coordinator is evaluated annually by the Executive Director of Academic Programs.

The Coordinator receives reassigned time from teaching duties, along with a stipend, in recognition of the administrative responsibilities of the position. The Coordinator's responsibilities include:

Recruitment, Advising, and Student Support

- Recruiting and promoting the Honors Program among prospective and current students, both within the college and in the broader community.
- Advising and mentoring Honors students, and monitoring their progress toward program admission, continued eligibility, and completion.
- Maintaining accurate records of Honors student status and submitting required enrollment and progress reports in accordance with college procedures.

Curriculum and Faculty Support

- Working with division chairs to develop the schedule of Honors coursework each semester.
- Providing leadership and support to faculty teaching Honors courses and sections, including regular consultation on ways to improve Honors offerings.
- Developing and maintaining articulation agreements with area high schools and four-year institutions, in coordination with the Associate Vice President, Academic Affairs and other relevant campus committees and leadership.
- Directing, evaluating, and assessing the Honors learning experience in accordance with adopted curricula and procedures.

Program Administration

- Chairing the Campus Honors Committee.
- Developing, requesting, and managing the annual Honors Program budget.
- Preparing an annual report on the Honors Program for the Associate Vice President, Academic Affairs.
- Serving as liaison between the Honors Committee, the President, the Vice President of Academic Affairs, Executive Director, Academic Programs, and division chairs, and attending division chair meetings as invited.
- Coordinating with Marketing and Public Affairs, Admissions, Registration, Student Engagement, Advising, and other offices on matters related to Honors students and promotion of the program.

Events, Scholarships, and Student Organizations

- Planning and presenting the annual Presidential Honors Day program in conjunction with the Honors Committee.
- Maintaining awareness of scholarships available to Honors students, including opportunities at transfer institutions, and representing the program on relevant scholarship nomination committees.
- Serving as faculty advisor to the Student Honors Council and liaising with faculty advisors to Phi Theta Kappa.
- Planning and coordinating student travel and off-campus experiences connected to the Honors Program, including student participation in scholarly conferences and other academic events, field trips, cultural excursions, and volunteer opportunities.

2.2 Administrative Specialist

The Honors Program is supported by an administrative staff position. This position's responsibilities may extend beyond the Honors Program, but the duties relevant to Honors include:

- Providing day-to-day administrative and clerical support to the Program Coordinator, including correspondence, filing, and office/phone coverage for the Honors Program.
- Coordinating schedules for Honors student assistants.
- Coordinating logistics for Presidential Honors Day, including gathering honoree information from faculty, preparing certificates and invitations, tracking RSVPs, and coordinating day-of logistics for the event.
- Assisting with travel arrangements for faculty and students participating in Honors Program and Student Honors Council trips and events.
- Assisting with recruitment efforts for the Honors Program.
- Preparing budget projections and assisting with the annual budget request for the Honors Program.
- Processing purchasing and budget transactions for the Honors Program and Student Honors Council.

- Assisting with scheduling and minutes for Honors Committee and other program meetings, as needed.

2.3 Student Assistants

The Honors Program may employ one or more student assistants to support the work of the Program Coordinator and Administrative Specialist. Student assistants are assigned duties according to their individual skills, experience, and availability, and may assist with tasks such as office support, event coordination, recruitment and outreach, and other program needs as determined by the Coordinator and Administrative Specialist.

The availability of student assistant positions depends on Honors Program budget allocations in a given year and is not guaranteed. All hiring, employment, and supervision of student assistants is conducted in accordance with the policies, procedures, and requirements established and maintained by Lee College's Student Employment and Career Services office (or its successor office).

2.4 Campus Honors Committee

The Campus Honors Committee supports the Honors Program through review, evaluation, and advisory functions. The Committee is composed of an advisor, a librarian, and faculty representatives from the college's academic and technical divisions, with the Executive Director, Academic Programs serving in an advisory capacity. Each division elects one faculty representative to serve a two-year term. Two student representatives are selected from the Student Honors Council to serve one-year terms. The Committee is chaired by the Program Coordinator.

The Committee's responsibilities include:

- Reviewing and acting on proposals for new Honors courses and Honors contracts.
- Promoting the Honors Program among faculty and students.
- Aiding with the recruiting of faculty in their discipline who are willing to teach Honors courses and/or act as mentors for Honors contracts.
- Assisting with the annual Presidential Honors Day program, primarily through day-of support rather than advance planning (see Section 6.4).
- Making recommendations regarding the Honors Program budget.
- Reviewing student Honors papers and projects across disciplines as requested, and encouraging strong student work to be presented or submitted for publication, and helping coordinate student seminars and presentations.
- Evaluating the effectiveness of Honors courses, the Coordinator, and the program overall, drawing on completion rates, student feedback, and ongoing dialogue between Honors faculty and the Committee.
- Annually reviewing admission requirements, course offerings, and program requirements, and recommending amendments to this Handbook as needed.

Section 3: Honors Curriculum

3.1 Overview

Honors coursework is offered in several forms, described below. A current list of Honors course offerings is maintained and distributed by the Program Coordinator prior to each fall and spring enrollment period, and is made available to students and advisors through the Honors Program's usual means of distribution (e.g. fliers, emails, the website).

Honors Seminars and Honors Courses are not offered during the summer term; however, summer courses remain eligible to serve as Enriched Courses or as the basis for an Honors Contract.

3.2 Types of Honors Coursework

Honors Seminars

Honors Seminars are distinctive, interdisciplinary courses modeled on the structure of graduate seminars, emphasizing dialogue, critical thinking, and collaborative learning between students and faculty. Enrollment in an Honors Seminar is limited to Honors students, and Honors Seminars often carry credit for, and require co-enrollment in, two linked courses. The Program has traditionally offered one Honors Seminar each semester; for more than two decades, that seminar has been offered under the title "The Human Condition," engaging students in interdisciplinary exploration of what it means to be human through social theory, philosophy, literature, film, and art. Should the Program develop additional or different seminar offerings in the future, they would be expected to follow this same collaborative, discussion-driven model.

Honors Courses

Honors Courses are part of the regular Lee College curriculum and satisfy the same core curriculum and degree requirements as their standard counterparts; however, they are taught in sections reserved for Honors students. These sections emphasize Honors pedagogy, including deeper engagement with primary texts, additional reading and writing, more complex discussion, and opportunities for experiential, research-oriented, and/or project-based learning.

Enriched Courses

Enriched Courses are regular-enrollment courses, open to both Honors and non-Honors students, that are differentiated by two features: (1) the course syllabus specifies a built-in Honors contract option, describing in advance the project or additional requirements a student may complete to earn Honors credit in the course; and (2) the instructor of record has been trained in, and is approved to employ, Honors-compatible pedagogy. Enriched Courses give students a clear, pre-established pathway to Honors credit in courses that are not otherwise offered in a dedicated Honors section in a given semester.

Honors Contracts

An Honors Contract allows a student to earn Honors credit within a standard, non-Honors course—including, but not limited to, an Enriched Course—by completing an individualized project, developed in collaboration with the instructor, that extends the depth and scope of the course's subject matter. Because not every course is offered as an Honors Course or Enriched Course in a given semester, Honors Contracts are often the most accessible path to Honors credit for students working toward completion of the Program who are beyond or do not require the core curriculum courses being offered in a given term. Requirements and the general process for completing an Honors Contract are described below.

3.3 Honors Contracts: Requirements and Process

General Requirements

To earn Honors credit through a contract, a student must:

- Earn a grade of B or better in the course's regular (non-Honors) requirements, in addition to completing the contract project;
- Notify the instructor in writing (e.g. an email) of their intent to pursue an Honors Contract, early enough in the semester to allow time for project development and committee review;
- Develop and complete a project that is substantively different in scope from standard course assignments, contributes meaningfully to the course's field of study, and reflects a level of critical thought, research, and/or creative development beyond typical classroom expectations;
- Complete the project according to a timeline agreed upon with the instructor, not to exceed the end of the following long semester after the course is completed; and
- Meet synchronously with their mentoring instructor at least twice outside of standard course meetings.

At any point before completion, a student may revert to the course's standard (non-Honors) requirements without penalty or prejudice.

Process

Honors contracts usually proceed as follows:

1. **Discuss Project Ideas.** The student and instructor collaborate to define a project connected to the course's content that goes beyond regular course requirements.
2. **Complete the Contract Form.** The student and instructor complete the Lee College Honors Contract form and prepare the supplementary description of the proposed project, outcomes, timeline.
3. **Submit the Contract.** The completed form is routed through appropriate approvals at the division level, and then submitted to the Honors Program office, where it is kept on file until the project is completed, the deadline for completion passes, or the contract is rescinded.

4. **Complete Course and Contract Work.** The student completes the regular course requirements at a B-or-better level and, on the agreed timeline, completes the additional contract project, meeting with the instructor on an agreed upon schedule to monitor progress and provide feedback.
5. **Arrange for Project Review.** Once the project is complete, the instructor arranges for the work to be reviewed and certified by at least two additional instructors or disciplinary experts, exempting the Honors Program Coordinator. These reviewing instructors or experts may require the student to complete additional revisions to the project prior to approval; however, they should only do so insofar as the project fails to adequately meet the outcomes established by the contract and in consultation with the mentoring instructor.
6. **Final Certification.** Upon approval, the instructor(s) and student complete the Lee College Honors Credit Certification form, which the Program Coordinator submits to the Registrar. The course is then designated as an Honors course on the student's transcript.

Discipline-Specific Guidelines

Because appropriate contract projects vary significantly by discipline, detailed guidelines, evaluation criteria, and sample project ideas for individual courses and disciplines are maintained separately from this Handbook, in the Honors Program's Contract Guidelines supplement. This supplement is reviewed and updated periodically by the Honors Committee in consultation with faculty and division chairs, and is available through the Honors Program office or website. Reference copies of both the Honors Contract and Honors Credit Certification forms are provided as Appendix B and C, respectively. Fillable versions of these forms intended for use are available on the Honors Program website.

Section 4: Scholarships and Recognition

4.1 Overview

Active participation in the Honors Program—through enrollment in Honors coursework or completion of an Honors Contract—makes students eligible for scholarships designated specifically for Honors students, in addition to any other Lee College Foundation scholarships for which a student may separately qualify.

4.2 Scholarship Application and Eligibility Verification

Students apply for Honors-designated scholarships through the Lee College Foundation's general scholarship application, which includes a field allowing applicants to indicate their status as an Honors Program student. Students do not submit a separate, Honors-specific scholarship application.

Ahead of each scholarship award cycle—generally, applications for spring awards are reviewed in the fall, and applications for fall awards are reviewed in the summer—the Program Coordinator receives a list of applicants who have identified themselves as

Honors students, in order to verify their program eligibility before the Foundation finalizes award decisions. To ensure adequate time for this review, the Honors Program may establish its own internal deadlines in advance of the Foundation's general scholarship deadlines.

The Program Coordinator verifies a student's eligibility for Honors scholarships based on whether the student has:

1. Completed, or is currently enrolled in, an Honors Seminar or Honors Course; and/or
2. Completed an Honors Contract, whether pursued independently or in conjunction with an Enriched Course.

A student who has withdrawn from an Honors course, consistent with the eligibility standards described in Section 1.2, may not be considered eligible for Honors scholarships in a future term. A student who is actively working toward, but has not yet completed, an Honors Contract is not eligible on that basis alone; the contract must be completed and certified.

A student who has previously met either of the requirements above remains eligible for Honors scholarships in subsequent terms, even if the student is not currently enrolled in Honors coursework or working on a contract, and regardless of whether the student ultimately completes, or intends to complete, the full Honors Program.

4.3 Scholarship Categories

Broadly, Honors-designated scholarships fall into two categories:

- **General Honors Scholarships:** open to any student meeting the eligibility standards above, whether through Honors coursework, Enriched Courses, or an Honors Contract.
- **Seminar-Linked Scholarships:** reserved for students who meet those standards through the Honors Seminar specifically.

Additional scholarship opportunities, including some specific to transfer to four-year institutions, may also be available to Honors students. The Program Coordinator maintains awareness of these opportunities and can advise students accordingly (see Section 2.1).

4.4 Recognition Ceremony

Each year, the Honors Program hosts a dedicated recognition ceremony, separate from Lee College's commencement exercises, to celebrate the achievements of Honors students. At this ceremony, the Program formally recognizes students who have completed the full Honors Program with their Honors medallion (see Section 1.3), along with students who have earned an Honors graduation cord through at least one year of active program participation. Other outstanding Honors students may also be recognized at this event, at the discretion of the Program Coordinator and Honors Committee.

4.5 Special Awards

In addition to scholarships, the Honors Program presents special awards recognizing outstanding student achievement. Unlike the scholarships described above, these awards are identified through faculty nomination rather than a student-submitted application, though the associated funds are disbursed through the Lee College Foundation.

The Dorothy Cooke Hayes Award for Outstanding First-Year and Second-Year Honors Students recognizes students who have chosen to pursue, and excelled in, Honors coursework, and who have more broadly distinguished themselves in the Honors Program during their time at Lee College. Two awards are presented annually—one to an outstanding first-year student and one to an outstanding second-year student—each carrying a monetary award disbursed through the Foundation. The award is traditionally presented in person by a representative of the Hayes family at the Program's recognition ceremony (see Section 4.4).

Recipients are identified through an annual faculty nomination process: each spring, the Program Coordinator solicits nominations from faculty who have taught Honors students during the current and preceding academic year, along with a brief description of what distinguishes each nominated student. The Program Coordinator reviews these nominations—factoring in each student's class standing and their participation in the Program beyond the classroom—and finalizes the recipients.

The Program may establish additional special awards from time to time; current award names, criteria, and nomination processes beyond the Hayes Award are maintained by the Program Coordinator.

Section 5: Physical Resources

5.1 Overview

In addition to its administrative office, the Honors Program oversees two dedicated physical spaces on campus: an Honors Student Lounge and an Honors Seminar Room. These spaces are intended to meet the academic and social needs of Honors students—supporting coursework, club meetings, and a sense of community and camaraderie among program participants—and their use and maintenance are overseen by the Program Coordinator and Administrative Specialist.

5.2 Honors Student Lounge

The Honors Student Lounge provides Honors students with a dedicated space for study, academic collaboration, and community. Access to the Lounge is a benefit of Honors Program participation, offered in recognition of the additional time, coursework, and engagement Honors students commit to the program.

The Lounge exists primarily as an academic and collaborative study space, and its use is expected to be consistent with that purpose. Posted rules govern use of the Lounge, and students are expected to comply with them.

5.3 Honors Seminar Room

The Honors Seminar Room is furnished to support discussion-based instruction and large-group peer collaboration, consistent with the needs of Honors Seminars, Honors Courses, and other Honors Program meetings and events.

Use and maintenance of the Seminar Room are at the discretion of the Honors Program. The room is prioritized for Honors coursework, Student Honors Council meetings, and other Program functions. Requests from other college entities to use the Seminar Room should be directed to, and approved by, the Program Coordinator or Administrative Specialist, consistent with the Program's calendar and scheduling needs.

5.4 Other Physical Resources

The Program Office, Seminar Room, and Student Lounge also serve as storage locations for physical materials purchased by the Honors Program and related to program functions, including student recruitment materials and materials for campus events such as Presidential Honors Day.

Section 6: Presidential Honors Day

6.1 Overview

Presidential Honors Day is an annual Lee College tradition recognizing outstanding student achievement across all of the college's academic and technical pathways, regardless of participation in the Lee College Honors Program. Established by Professor John Britt, the event has grown into one of the college's most significant annual celebrations. The ceremony is traditionally held in the Performing Arts Center.

6.2 Nomination and Selection

Faculty members nominate students for Presidential Honors Day recognition based on exceptional effort, the quality of their work, peer leadership, and meaningful contributions to their field of study. Nominations are reviewed within each academic and technical division, which selects the final honoree(s) to represent that area.

The specific list of Presidential Honors Day awards, and whether a given award recognizes a student within a single course, a broader discipline, or an entire program of study, is developed and revised in consultation with the college's divisions and programs, and generally varies by area—for example, some awards recognize an outstanding student from a specific program of study, while others recognize a student from a broader course-based discipline open to any student enrolled in relevant coursework. Each student recognized is

intended to represent the highest standard of achievement within their area for the academic year.

6.3 Lee College Hall of Fame and IMPACT Early College High School Recognition

Presidential Honors Day also serves as the occasion for two additional forms of recognition.

Lee College Hall of Fame

Established in 1936, the Hall of Fame recognizes students who represent the best of Lee College through their academic achievement, campus leadership, involvement, and service to others. It exists to encourage student participation in campus life and co-curricular activities, recognize students who have contributed their time and talents to the college's growth and success, foster a sense of tradition and connection between past and present students, and preserve the history and achievements of the Lee College community.

Students are nominated by members of the Lee College community. Nominating faculty and staff are not expected to independently verify a nominee's eligibility and are encouraged to nominate any student they believe represents the best of the college academically and in terms of campus and community contribution. Nominations are then reviewed by an anonymous committee of campus representatives, who verify each nominee's eligibility as part of their review and select the final inductees. Eligibility criteria and the annual nomination deadline are established and maintained by the Hall of Fame's own nomination process, outside of the Honors Program; as of the most recent nomination cycle, eligibility requires a minimum GPA of 2.5 and completion of at least 48 credit hours at Lee College by the end of the spring semester. Inductees are recognized at that spring's Presidential Honors Day ceremony.

The roster and portraits of Hall of Fame inductees are maintained by the college, rather than the Honors Program, and are displayed in the Rundell Hall.

IMPACT Early College High School Recognition

One outstanding student from IMPACT Early College High School is also recognized at the ceremony, selected by that school's own faculty and administration.

6.4 Role of the Honors Program

Although Presidential Honors Day recognizes students across all of Lee College's academic and technical pathways, the event is coordinated by the Honors Program. The Program Coordinator and Administrative Specialist lead the planning process—including gathering honoree information from faculty and divisions, preparing certificates and invitations, and coordinating the logistics of the ceremony (see Sections 2.1 and 2.2). The

Campus Honors Committee's involvement is typically limited to supporting the event itself, rather than its advance planning.

Section 7: Student Travel

7.1 Overview and College Policy

Any travel or off-campus events organized in connection with the Honors Program must be conducted in accordance with Lee College's policies governing student travel. Those requirements—including matters such as travel authorization, safety, liability, and reporting—are established and maintained by the college offices responsible for student travel and safety and security, and are not restated here.

7.2 Program Budget and Purpose of Travel

The Honors Program has traditionally been awarded, and maintains, a budget supporting both local and national/domestic student travel in furtherance of the Program's academic goals. Honors travel generally serves one or more of the following purposes:

- **Academic and Scholarly Engagement:** attendance at academic conferences and symposia, and participation in transfer tours to four-year institutions.
- **Cultural and Experiential Learning:** visits to historical sites, museums, and fine arts presentations, and other experiences that align with and support program and course pedagogy and deepen students' understanding of the world.
- **Community and Volunteer Engagement:** student participation in, and support of, community events, including assisting in the planning or execution of such events, and other volunteer opportunities.

7.3 Trip Development and Planning

Honors-related travel may originate in more than one way. Individual faculty members may propose a trip or experience in support of student learning in a specific course; alternatively, the Program may independently plan and arrange travel in support of its broader goals. In either case, proposed travel is subject to the Program's budget and to applicable college travel policy.

All Program travel funds are spent on students and faculty in accordance with college policy. It is a priority of the Program to support participating students and faculty as fully as possible, so that a trip's availability and relevance to student and program goals—rather than a student or faculty members' financial circumstances—remains the primary consideration in determining student participation.

7.4 Student Applications for Travel

For larger trips, especially those involving overnight or extended travel, students may be asked to apply in order to participate—whether through an external process (such as a conference's own registration or application requirements) or through an internal Honors

Program application. This application process allows the Program to evaluate and justify the trip's funding, document the trip's relevance and importance to the student and to program goals, and maintain accurate program records for educational and reporting purposes.

Where student interest in a given trip exceeds the number of available slots or the funding available to support it, the application also serves as the basis on which the Program Coordinator selects participants. Participation in Honors travel is a benefit of Honors Program participation rather than an entitlement open to any interested student; the Coordinator's use of an application process to make these selections, where warranted, is a legitimate and expected exercise of program discretion.

Section 8: The Student Honors Council

8.1 Overview

The Lee College Student Honors Council is the student organization affiliated with the Honors Program. The Council serves as the Program's leadership arm—the primary means by which Honors students take on direct campus and programmatic leadership beyond the classroom. Its mission is to promote academic excellence and honors within the Lee College community, to support students involved in Honors, and to encourage interest in Honors among prospective students.

8.2 Governance and Structure

The Council conducts its affairs in accordance with Lee College's policies governing student organizations and activities. The Council is led by elected student officers, including a President, Vice-President, Secretary, Treasurer, Historian, and student representatives to the Student Government Association and to the Campus Honors Committee.

The Council's two student representatives to the Campus Honors Committee (see Section 2.4) are generally elected or selected by the Council itself, giving Council members a direct voice in shaping the Honors Program's committee-level governance.

The detailed structure, officer duties, membership eligibility, meeting procedures, and election processes are set out in the Council's own constitution and by-laws—the *Lee College Student Honors Council Constitution and By-Laws*—maintained as a separate, Council-amendable companion document to this Handbook.

8.3 Faculty Advisor

The Honors Program Coordinator serves as the Council's faculty advisor.

8.4 Funding

A portion of the Honors Program's budget is dedicated to supporting the Council and its activities. Consistent with Lee College policy, Council members may also pursue fundraising in support of specific student-led goals and initiatives.

Appendices

to the Lee College Honors Program Handbook

Appendix A: Program Application Questions

The following is the list of questions included as part of the application for the Honors Program, made available as a fillable e-form on the Honors Program Website.

Basic Information

- Student Name
- Student ID Number
- Are you a dual credit student? [Yes/No]
    - [If Yes]: What high school are you attending?

Academic Readiness

The following general recruitment measures are used by the Honors Program to gauge academic preparedness for Honors coursework. They are not exclusionary:

- Do you have a 3.5+ GPA on nine or more college credits? [Yes/No]
- Did you or do you have a 3.75+ GPA in your high school coursework? [Yes/No]
- Are you applying on direct recommendation from a Lee College faculty member? [Yes/No]
    - [If Yes]: Please provide their name.

Supplemental Questions

- How did you hear about the Honors Program? [Open-ended text box]
- How do you envision the Honors Program will support your future academic and/or employment goals? [Open-ended text box]
- Completing the Honors Program requires earning 15 honors credit hours through completion of courses or contracts. You do not have to complete the program to participate. Do you desire or intend to complete the program if possible? [Yes/No]
- Are there any specific courses you hope to complete for honors credit? [Open-ended text box]
- What makes you a good fit for the Lee College Honors Program? [Open-ended text box]

Appendix B: Honors Contract Form

Please note the copy below is intended for references purposes. A fillable version of the form intended for use is available on the Honors Program website.

LEE COLLEGE HONORS PROGRAM

Honors Contract

Faculty Mentor/Instructor	**Course Catalog Number**
Student Name and ID Number	**Semester Enrolled in Course**

In a document attached to this form, please outline the following:

- What project or additional course requirements the student will complete
- How the student's successful performance on this project will be measured (i.e. the learning outcomes for the project)
- The timeline for the completion of the project, keeping in mind that the student has until the end of the next long semester in which they were enrolled in the course to complete the work

Your below signature indicates that you, the student, understand:

- You must complete the assigned basic coursework with a "B" or better course average.
- You must complete the agreed upon project or additional requirements for honors credit within the specified timeframe.
- You must communicate with your instructor/mentor about any proposed changes to the project requirements or timeline.
- You can withdraw from the contract at any time without penalty to your performance in the course in which you are pursuing Honors credit.
- You must meet synchronously with your instructor/mentor at least twice outside of your regularly scheduled class to receive feedback and report on project progress.
- The success of your project will be evaluated by your instructor/mentor and at least two additional faculty or experts in the discipline.

Student Name	**Signature**	**Date**
Instructor/Mentor	**Signature**	**Date**
Division Chair	**Signature**	**Date**
Honors Program Coord.	**Signature**	**Date**

Appendix C: Honors Credit Certification Form

Please note the copy below is intended for references purposes. A fillable version of the form intended for use is available on the Honors Program website.

LEE COLLEGE HONORS PROGRAM

Honors Credit Certification

Faculty Mentor/Instructor	**Course Catalog Number**
Student Name and ID Number	**Semester Enrolled in Course**

This form certifies that the above student completed the requirements to receive honors credit for the above class in accordance with the requirements established by their approved Honors Contract form. The undersigned Lee College instructors have reviewed the project and certify its successful completion:

Instructor/Mentor	**Signature**	**Date**
Reviewer	**Signature**	**Date**
Reviewer	**Signature**	**Date**

TO THE REGISTRAR: I further certify the students' successful completion of the established honors requirement and ask that you note honors credit for the above course on the student's transcript.

Honors Program Coord.	**Signature**	**Date**

Companion Documents to Compile

- Honors Contract Guidelines supplement—discipline-specific requirements and sample projects (referenced in Section 3.3)
- Lee College Student Honors Council Constitution and By-Laws (referenced in Section 8.2)