

## MAC Honors Program

### Honors Options Frequently Ask Questions - Faculty:

<p><b>Who is eligible to take Honors Classes?</b></p>	<p>A student who has no college level work must meet ANY ONE of the following requirements:</p> <ul style="list-style-type: none"> <li>• Have a high school GPA of 2.75 or above on a 4.0 scale;</li> <li>• Have an ACT composition score of 19 or equivalent;</li> <li>• Have a minimum Compass reading score of 81;</li> </ul> <p>A continuing student must have a college <b>GPA of 2.75</b> or above on a 4.0 scale.</p> <p><b>Special circumstances</b> If a student who wishes to take an Honors class does not qualify under one of the above criterion, and if the instructor still feels s/he is extremely interested in that particular subject area, this student may be admitted to the Honors section, provided the instructor has given sufficient reason <b>in writing</b>. Final approval will be given by the Honors Director.</p>
<p><b>How do I get started?</b></p>	<p>Offering an Honors course is strictly instructor discretion. It involves only a contract. If you agree to offer Honors, do the following in the order listed:</p> <ul style="list-style-type: none"> <li>• Decide what project(s) will satisfy your Honors requirement;</li> <li>• Complete with the student the Honors contract which may be found as part of your Honors packet or on the “P” drive under the Honors folder;</li> <li>• Submit the contract to the Dean’s office. The Dean will verify whether the student and the contract meet all the requirements. When the paperwork is returned to you, you will receive two copies of the contract. One is for your records and the other is for the student. A copy will be forwarded to the Registrar’s office for final processing.</li> </ul>
<p><b>What kind of Honors assignments should I give?</b></p>	<p>An Honors assignment should enrich the subject matter of the class, and it must be detailed on the contract. An assignment can be a paper(s)—researched or reaction—a project, an oral presentation, a report, or the recounting of an experience. Discretion should be used regarding length and format.</p>
<p><b>What happens if a student fails to complete the Honors assignment?</b></p>	<p>A student who fails to complete the work, who does not drop the Honors section, and who does not add back into the regular section by the deadline date for reversal, will receive a one-grade penalty for the Honors grade. For example, such a student may complete the requirements for the regular section with a “B,” but for failing to complete the Honors part, that student would receive a “C” as his/her final grade.</p>
<p><b>What must a student do to graduate with Honors?</b></p>	<p>In order to successfully complete the Honors program and receive recognition at Commencement, a student must meet <b>ALL</b> of the following:</p> <ul style="list-style-type: none"> <li>• Have an accumulative GPA of at least 3.00 upon submission of the graduation application;</li> <li>• Complete at least 12 hours of Honors credit;</li> <li>• Make no grade below a “B” in any Honors course</li> <li>• <b>Schedule an exit interview with the Dean of Arts &amp; Sciences during the semester of graduation, at least two week prior to the graduation date.</b></li> </ul>

**Setting up, monitoring, and completing an Honors section has clear, definite deadline dates. Please comply with all deadlines so that your students can be given the credit they earn in your Honors class.**

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If you have questions, please feel free to contact:  
 Lisa Johnson, Exec. Admin. Asst. to Dean of Arts & Sciences  
 573.518.2100 or [ljohnson@mineralarea.edu](mailto:ljohnson@mineralarea.edu)

## HONORS DEADLINE DATES Fall 2009 Semester

1. Offer Honors options information to interested students during:

Semester/Term	Due Date	Date
Fall 16 wk class	Second week	January 22, 2010
Fall First 8 wk class	First week	January 15, 2010
Fall Last 8 wk class	First week	March 19, 2010

2. Honors contracts must be filled out and turned into Dean's office by:

Semester/Term	Due Date	Date
Fall 16 wk class	Fourth week	February 5, 2010
Fall First 8 wk class	Second week	January 22, 2010
Fall Last 8 wk class	Second week	March 26, 2010

3. Last date to reverse an honors (make sure it is not during Spring or Fall Break). Failure to drop the honors section requires student to complete the work or course grade is reduced by one letter grade.

Semester/Term	Due Date	Date
Fall 16 wk class	Eighth week	March 5, 2010
Fall First 8 wk class	Fourth week	February 5, 2010
Fall Last 8 wk class	Fourth week	April 9, 2010

4. Reimbursement for Honors is processed on the Independent Study/Honors Compensation form in the forms box of the mail room. *You may process after three-fourth of the class has been completed.*