

HONORS PROGRAM

AR 3230

In accordance with the Cabrillo College Honors Policy, honors opportunities shall be made available to students and faculty.

I. Responsibilities

- A. The Faculty Senate Honors Coordinator is responsible for recommending guidelines and format for honors proposals and for the review of honors proposals.
- B. The Admissions and Records Office is responsible for collecting Honors-Option and Subject 22 reports and properly indicating honors work on transcripts.
- C. The Honors Coordinator provides necessary information to faculty and students, chairs the Honors Committee, maintains liaison with Honors Programs in other colleges and tracks the progress of honor students toward special recognition.
- D. Students and faculty mentors together develop honors proposals.

II. Guidelines and Procedures

The honors-option is available to highly qualified students in all degree level courses. A list of eligible courses shall be developed by each department, and approved by the division and maintained in the Instruction Office.

Honors Special Studies (Subject 22) is the format for honors coursework to extend or deepen a student's knowledge of a particular field. Subject 22 is a separate course and is entered as such, with a letter grade, on the transcript. It is an appropriate choice when the material to be studied is over and above the content of existing courses.

Subject 22 procedures are already established and are unchanged except for the addition of "Honors" in the course title.

- A. The Honors-Option is available only to outstanding, highly motivated students with a record of superior performance. It is the responsibility of the student to provide records to the instructor to support his/her eligibility.
- B. Honors work in a course presupposes more intensive or more extensive study. A written agreement between instructor and student must be made to substantiate this more individualized involvement with the course material. (See D and E below.)
- C. Because the student must demonstrate such involvement, a high grade for regular work does not in itself warrant the awarding of the honors designation. However, an "A" performance in the regular requirements of the course is expected of students who earn the honors designation.
- D. The agreement between instructor and student to undertake an Honors-Option project must be reached in writing on the form entitled "Honors-Option Agreement." At the end of the semester, instructors report those students who have satisfactorily completed the Honors-Options. The final grade report must be

accompanied by the completed agreements which will be reviewed by the Coordinator and the Faculty Senate.

III. Record Of Honors Coursework

Students who complete the process outlined above will have the “Honors” designation appended to the course grade on the transcript. During the following semester, the Honors Coordinator will review the reports and make suggestions to facilitate future projects.

Students who earn “honors” in four or more courses (either Honors-Option or Honors Special Studies) spread over three or more disciplines may apply by letter to the Honors Coordinator for “President’s Scholar” honors. An overall GPA of 3.25 in 60 units or more, 80% of which are transferable, will also be required for this award.

Any department on campus may establish guidelines to award “Departmental Honors” to their students.

The award designations will be noted on the student’s transcript and diploma. Special recognition will be given to President’s Scholars and Departmental Honors graduates through the local press and at graduation. The Honors Coordinator will offer a letter for any honors student detailing the student’s participation in the honors program.

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