

# HONORS COLLEGE HANDBOOK



# TABLE OF CONTENTS

<i>Welcome to UWG's Honors College</i> .....	1
<i>Honors College Admissions Criteria</i> .....	1
<i>Scholarship Opportunities</i> .....	3
<i>Honors College Housing</i> .....	4
<i>Honors College Advising &amp; Registration</i> .....	5
<i>Honors College Academic Standing &amp; Participation</i> .....	6
<i>Honors College Leadership Engagement</i> .....	7
<i>Study Abroad with the Honors College</i> .....	9
<i>Graduating with Honors College Distinction</i> .....	10
<i>Honors Course Conversion Process</i> .....	14
<i>Honors Capstone Project Information</i> .....	15
<i>Academic Integrity</i> .....	20

# WELCOME TO UWG'S *Honors College*

The University of West Georgia's Honors College is a distinctive intellectual community that brings together the brightest and most highly motivated students to re-imagine learning. The Honors College fosters academic exploration where students broaden their minds beyond disciplines and majors and encourages students to make critical connections to ideas, inquiry, people, professions, and communities.

UWG's Honors College partners with students in their pursuit of intellectual excellence. Honors College students build a high quality academic record, develop a variety of professional and leadership skills, and engage in experiential pursuits that distinguish them to employers and graduate and professional schools that value applicants who have demonstrated success in: challenging courses with respected faculty, exciting research opportunities, engagement with national and international perspectives through study away and study abroad, and community enrichment programs.

## HONORS COLLEGE *Admissions Criteria*

The Honors College seeks students who are motivated by a curiosity about the world, interested in seeking answers to questions, making discoveries, and undertaking creative projects. In whatever they do, students in the Honors College are committed to doing their best. Students interested in applying need to complete UWG's application and complete the Honors College application section connected to undergraduate admissions. To be accepted into the Honors College, students also must be accepted into the University of West Georgia.

Students must apply by one of the deadlines listed below for Honors College admission:

- Deadline 1 for Fall and Spring Semester: **November 1<sup>st</sup>**
- Deadline 2 for Fall Semester: **January 15<sup>th</sup>**
- Deadline 3 for Fall Semester: **May 1<sup>st</sup>**

## INCOMING FIRST-YEAR STUDENTS

Incoming first-year students seeking Honors College admission are evaluated holistically. Incoming first-year students need to meet the following minimum criteria: (1) have graduated high school with at least a 3.5 GPA, (2) have demonstrated extracurricular engagement and participation, and (3) have submitted an application essay/writing sample. Admission is competitive.

## TRANSFER APPLICANTS

Transfer students seeking Honors College admission are evaluated holistically. Transfer students need to meet the following minimum criteria: (1) Institutional transfer GPA of 3.2 and (2) 15 credit hours earned, and (3) have submitted an application essay/writing sample. The Honors College also evaluates students' previous extracurricular involvement and professional skills development. Transfer students who completed Honors coursework at other Honors Programs or Colleges may be eligible to have those transfer Honors credits used for their UWG Honors College graduation requirements.

## CONTINUING UWG STUDENTS

Current University of West Georgia students seeking Honors College admission are evaluated holistically. Current UWG students need to meet the following minimum criteria: (1) Institutional overall GPA of 3.2 and (2) 15 credit hours earned, and (3) have submitted an application essay/writing sample. The Honors College also evaluates students' previous extracurricular involvement and professional skills development. To complete the Honors College curriculum requirements for graduation with Honors College Distinction, current UWG students need four full-time semesters remaining before the intended graduation date.



# HONORS COLLEGE

## Scholarship Opportunities

The Honors College awards annually two types of scholarship to the very best UWG Honors students: the Presidential Scholarship (multiple recipients) and the Honors College scholarship (multiple recipients). Scholarships are highly competitive, and every recipient's academic record and participatory engagement are evaluated each year.

### PRESIDENTIAL SCHOLARSHIPS

The Presidential Scholarship is awarded to exceptional incoming first-year Honors College students; it is the University of West Georgia's most prestigious scholarship award, covering tuition, fees, and room and board. The Honors College awards only a few of these scholarships per year, and they are renewable for up to three additional years.

Selection is made by the Honors College and the Scholarship Committee, which carefully review the admission files, including the academic scores (GPA and SAT/ACT scores) for all eligible incoming first-year students. To be eligible for a Presidential Scholarship, students must be (1) first-year incoming students, (2) accepted to UWG, (3) Honors College eligible, and (4) apply to the Honors College by the **January 15<sup>th</sup>** deadline.

**Eligible students with outstanding qualifications are contacted and interviewed on UWG's campus in February, with award decisions announced in early March.**

Honors College students awarded Presidential Scholarships must maintain Honors College eligibility and are evaluated each academic semester and year for appropriate progress toward graduation with Honors College Distinction.

### HONORS COLLEGE SCHOLARSHIPS

The Honors College Scholarship is awarded to eligible incoming, first-year and currently enrolled Honors College students. Honors College scholarships vary in number and amounts awarded.

**For incoming first-year students**, selection for an Honors College Scholarship begins with the Honors College and the Scholarship Committee reviewing admission files, including the academic scores (GPA and SAT/ACT scores) for all eligible Honors students. To be eligible for an Honors College Scholarship, students must be (1) first-year incoming

students, (2) accepted to UWG, (3) Honors College eligible, and (4) apply to the Honors College by the **January 15<sup>th</sup>** deadline. **Eligible students with outstanding qualifications are contacted and interviewed on UWG's campus in February, with award decisions announced in early March.**

**For currently enrolled Honors College students,** selection for an Honors College Scholarship is determined based on a holistic review by the Honors College and the Scholarship Committee of the student's (1) Institutional GPA of 3.75 or greater, (2) Honors course progress and completion, (3) research and other academic accomplishments; and, (4) an essay, and (5) an academic resume. **Current UWG Honors College students may apply in late fall of each academic year through the UWG Scholarship portal.**

Honors College students awarded Honors College Scholarships must maintain Honors College eligibility and are evaluated each academic semester and year for appropriate progress toward graduation with Honors College Distinction.

# HONORS COLLEGE

## Housing

The Honors College hosts a Living Learning Community (LLC) on a designated floor of the University of West Georgia's The Oaks Residential Hall. The Honors LLC is a dynamic community where first-year students live, study, and engage with like-minded, ambitious Honors students. This Honors Living Learning Community is for first-year Honors College students, and the limited space is awarded on a first-come, first-served basis.

Honors College students also coordinate and reserve other on-campus residential housing spaces.

# HONORS COLLEGE

## Advising & Registration

Among the significant benefits to being in the Honors College, students receive additional, focused advising and early preference times during registration. Advising and registration will assist Honors College students with planning their program of study each semester, helping students progress toward graduation and a post-graduate path to success. The Honors College ensures that advising has a high level of privacy and confidentiality.

### HONORS COLLEGE ADVISING

The Honors College provides directed advising each semester to support Honors students' progression through the Honors College course and graduation requirements, while also helping students engage in organizations and programs across the university and community. The Honors College Program Manager is the advisor for all Honors students; this person holds scheduled appointments with Honors students to discuss Honors course offerings, Honors course conversions, and Honors academic and professional programs and events. The Honors College Program Manager also evaluates students' academic progress to ensure they are meeting Honors College graduation requirements. Honors College advising supplements the academic disciplinary advising for each student.

### HONORS COLLEGE REGISTRATION

Honors College students have priority registration at the university. Before Honors students can register for courses, they must meet with their discipline/major academic advisor and the Honors College Program Manager to discuss degree plans of study and to ensure there are no holds (e.g., advising, financial, etc.) that would prevent registration. **First-year Honors College students** are registered for courses before their registered UWG orientation date; these schedules are built by discipline/major-specific academic advisors in the UWG Advising Center in partnership with the Honors College Program Manager, which follow guidelines specific to each discipline/major. **Currently enrolled Honors College students** (in good academic standing with the Honors College) may register for classes on the second day of registration beginning at 7:00am. **Students who have earned 90 hours or more may register on the first day of registration.**

Honors College course offerings are available under the Honors section (HONR) of the UWG's schedule of classes.



# HONORS COLLEGE

## Academic Standing & Participation

Honors College students must hold good academic standing and remain active within the Honors College to continue to take Honors courses and graduate with Honors College Distinction.

To hold good academic standing, Honors students must (1) maintain a minimum UWG Institutional GPA of 3.2 and (2) complete at least one Honors course or convert a regular course for Honors credit in an academic year. **Honors students cannot go two consecutive semesters (excluding summer) without either completing an Honors course or converting a course for Honors credit.** Exceptions to this policy are granted to students who have already completed the Honors College course requirements.

Honors College students who fall below the minimum GPA of 3.2 are placed on probation in the Honors College and have one calendar year (not including summer semester) to bring up their GPA. For example, a student whose GPA falls below 3.2 at the conclusion of the fall semester will have the subsequent spring, summer, and fall semesters to return to the required 3.2 GPA. During the probation period, students do not have priority registration privileges and cannot serve on the Honors Council or as Peer Mentors; however, students on probation may continue to participate in Honors College events and programming. Students on probation with a GPA less than 3.0 cannot enroll in an Honors course until the GPA has increased to the minimum of 3.2.

**Honors College students who do not meet these academic standing and course participatory criteria after the probationary period will be automatically removed from the Honors College.**

Students can request to be readmitted into the Honors College. They must submit a request for reinstatement to the Honors College that will be reviewed by the Dean. Procedures for readmission/reinstatement include the submission of a Request for Reinstatement form that details how the student will complete the requirements for graduation with Honors College Distinction. **The Dean of the Honors College reviews the request and shares the final decision within ten business days with the student. Students are permitted to request readmission/reinstatement only once, and after a final decision is made, students cannot reapply or resubmit a request.** Students removed from the Honors College have one opportunity to be readmitted/reinstated; if a student is removed again post-readmission, they are no longer eligible to be an Honors College student.



# HONORS COLLEGE

## *Leadership Engagement*

The Honors College provides multiple leadership opportunities for Honors students. We encourage Honors students to participate in these leadership programs to build and hone professional skills and networking opportunities. Leadership participation and involvement in the Honors College includes leadership roles and membership on the Honors Council, service as a Peer Mentor, service as an Honors College Ambassador, and/or Participation in the Leadership Academy. More specific details about each of these opportunities can be obtained from the Honors College office and through the Honors College website.

### **HONORS COUNCIL**

UWG's Honors Council is the student representative governing body for the Honors College that provides leadership and direction to enrich the program and events for all Honors students. The Honors Council includes the following officer positions: President, Vice President, Secretary, Treasurer, and Representative members at-large. Honors Council members meet regularly throughout the calendar year, participate in Monday Night Honors events, and plan/implement activities and projects. Honors Council members also promote and market the intellectual excellence and co-curricular activities of the Honors College and recruit new Honors students.

### **HONORS COLLEGE PEER MENTORS**

The Honors College peer mentors help new and incoming students transition and adjust to college life at the University of West Georgia and the Honors College experience. Peer mentors are current Honors College students (preferably with more than 30 credit hours earned) who meet with small groups of newly admitted Honors students to foster community, to build positive and life-long relationships between students, and to offer group support and assistance. Peer mentors also work with the Honors Council to plan several large-scale meetings and community engagement events and to help facilitate student involvement in these activities.

## HONORS COLLEGE AMBASSADORS

The Honors College Ambassadors are a select and diverse group of outstanding Honors students who serve as official representatives for the Honors College and the University of West Georgia. Honors College Ambassadors help recruit future Honors students by assisting at UWG and Honors College recruitment and special events. These ambassadors also increase awareness of the Honors College on campus and around our university community.

## HONORS COLLEGE LEADERSHIP PROGRAMS

The Honors College hosts multiple opportunities for Honors students to develop and enhance their leadership skills. The Honors Leadership Academy, a seven-session program for post-graduation preparation, is one of multiple opportunities the Honors College hosts to develop and enhance Honors students leadership skills. Topics at the Honors Leadership Academy include resumé building, mock interviews, communicating effectively, how to present one's ideas, research projects, and networking. Other leadership opportunities include Honors Alumni MockTails event, the Murphy Center for Public Service's LeadershipUWG program, and the Richards College of Business's Stone Center for Family Business, Entrepreneurship, and Innovation programs. Participation in these leadership opportunities counts toward the Honors College graduation requirements.



# Study Abroad

## WITH THE HONORS COLLEGE

The Honors College supports the transformational opportunities associated with study abroad and study away programs. Honors students are encouraged to study abroad/study away after their first full-year of collegiate studies and to seek additional global immersive experiences throughout their college career. UWG's Honors College hosts an extraordinary educational trip each summer. With the Honors College, students have an exclusive opportunity to study abroad for two-week in Ireland (Waterford, Cork, and Dublin); however, the destination for the program could vary to another location if needed. No matter the study abroad/study away destination (country or city), the Honors College program incorporates on-site and post-program reflections and projects to enhance what students have read, discussed, and learned in their courses and abroad.

Honors students may also choose study abroad or study away programs available through the Office of Undergraduate Research, UWG's Office of Education Abroad, or their respective UWG Colleges/Schools.

The Honors College provides scholarships to support Honors students seeking to study abroad and/or study away with the Honors College and its specified programs. We also have limited scholarships available to support Honors students who seek to study abroad/study away with their academic disciplines, UWG's Office of Education Abroad programs, and/or other external programs associated with undergraduate research or experiential capstone projects. **Honors students must apply for a study abroad/study away scholarship, and awards are highly competitive. Honors students are eligible to receive Honors College scholarship support for one study abroad/study away program.**

Study abroad/study away scholarship information and application details can be obtained through the Honors College office or through the Honors College website.

# GRADUATING WITH

# Honors College Distinction

The Honors College's commitment to life-long learning and intellectual excellence demands that students (1) take designated Honors courses (i.e., fulfilling the completion of Honors course requirements), (2) maintain a 3.2 GPA, and (3) create and share an original, specialized academic project. Satisfying these milestones throughout the student's Honors collegiate experience demonstrates distinction and the emergence of an academic scholar.

Preparing, researching, and completing an Honors capstone project is an integral part of graduating with Honors College Distinction. Honors capstone projects provide Honors students with an advantage as they apply for graduate and professional schools and in their pursuit of employment opportunities; these capstone projects are an accomplishment and testament, showing representatives, recruiters, and employers that Honors College students possess the skills, determination, and focus to complete long-term, intensive work plans and assignments. Honors capstone projects vary according to discipline, yet each capstone project shares certain characteristics: (1) representation of original creative, analytical, or applied individual student work on an idea or problem; and (2) recognition as significant, noteworthy achievements by leaders in their respective fields. Honors capstone projects are completed under the mentorship and guidance of a faculty member within the student's major/discipline, and each project must meet the highest standards of academic work to satisfy UWG's Honors College Distinction.

## HONORS COLLEGE GRADUATION REQUIREMENTS

In order to graduate with Honors College Distinction students must fulfill the following:

- UWG Honors College course requirements are based on credit hours completed or transferred into UWG at the time of the student's application and semester of entry into the program. (see the Honors College Course requirements on page 11)
- Complete the requirements listed for each year (see the Honors College Graduation requirements on page 12)
- Maintain a GPA of 3.2

## HONORS COLLEGE COURSE REQUIREMENTS

*Note, scores of 4 or higher on AP exams and scores of 6 or higher on IB exams will count for Honors course credit.*

- **Students Entering with 15 or less Credit Hours**

Complete at least 23 hours of Honors course credit by completing Honors courses and/or converting regular courses for Honors credit, including at least 6 hours at the 3000/4000 level

- **Students Entering with 15-29 Credit Hours**

Complete at least 21 hours of Honors course credit by completing Honors courses and/or converting regular courses for Honors credit, including at least 6 hours at the 3000/4000 level

- **Students Entering with 30-44 Credit Hours**

Complete at least 18 hours of Honors course credit by completing Honors courses and/or converting regular courses for Honors credit, including at least 6 hours at the 3000/4000 level

- **Students Entering with 45-59 Credit Hours**

Complete at least 15 hours of Honors course credit by completing Honors courses and/or converting regular courses for Honors credit, including at least 6 hours at the 3000/4000 level

- **Students Entering with 60+ Credit Hours**

Complete at least 15 hours of Honors course credit by completing Honors courses and/or converting regular courses for Honors credit, including at least 6 hours at the 3000/4000 level

# HONORS COLLEGE GRADUATION REQUIREMENTS

## First Year Requirements

- XIDS: 2002 Topical Seminars
- Participate at least 3 times with Peer Mentor group per year
- Participate in at least 3 Academic Enhancement and/or Career Enrichment opportunities per semester (see examples on page 13)

## Second Year Requirements

- Participate in at least 3 Academic Enhancement and/or Career Enrichment opportunities per semester (see examples on page 13)
- Participate in at least 1 one-semester long Personal Community Involvement opportunity per year (see examples on page 13)
- Participate in the one Honors Mentor group session per semester
- Submit to the Honors College a resumé and declaration of major and discipline

## Third Year Requirements

- Participate in at least 3 Academic Enhancement and/or Career Enrichment opportunities per semester (see examples on page 13)
- Participate in at least 1 one-semester long Personal Community Involvement opportunity per year (see examples on page 13)
- Participate in the one Honors Mentor group session per semester
- Identify an Honors Capstone Faculty Mentor to advise during capstone project

## Fourth Year Requirements

- Capstone Project Seminars\* (1 per semester 4<sup>th</sup> year totaling 3 credit hours)
- Meet with Honors College Dean to review Capstone Project (1<sup>st</sup> semester)
- Present Capstone Project
- Submit Final Capstone Project to Honors College

\*Students in specific disciplines may need to exempt capstone course. Students will work with the Honors College Program Manager for Honors course conversion and exemption documentation.

## EXAMPLES OF HONORS COLLEGE APPROVED ENGAGEMENT OPPORTUNITIES

### Academic Enhancement

- Monday Night Honors (3 per semester = 1 event)
- Honors College Study Hour Sessions
- College/Department Public Lectures
- Programs for the School of the Arts/the Other Night School
- Scholar's Day
- Honors Showcase
- Volunteer for Honors College Events

### Career Enrichment

- Honors College Professional Excursions
- Honors Alumni Mocktails
- Honors College Community Involvement/Service Opportunities
- College/Department Professional Series
- Career Services Events
- Majors Fair
- Murphy Distinguished Lecture Series

### Personal Community Involvement (\*1 semester long, once a year)

- Honors Leadership Academy
- SRAP - Student Research Assistant Program
- Student Orientation Leader
- Honors Council/Peer Mentor
- Leadership in Student Organizations (e.g., Blue Coats, SGA, Greek Life)
- Internship (separate from graduation requirement)
- Other leadership role (Honors College Dean approval required)



# HONORS COURSE

## Conversion Process

Honors students can “convert” most regular courses into Honors credit by completing a contract with the supervising instructor. The following courses cannot be converted to Honors credit:

- ENGL 1101 and ENGL 1102
- MATH 1001 and MATH 1111
- Any 1001 or 1002 Foreign Language
- HIST 1111 and 1112
- HIST 2111 and 2112
- PSYC 1030

Some departments have additional policies regarding Honors contracts. Also, instructors have the right to refuse to allow Honors contracts for their courses. An email will go out the second week of the semester with the link to the application and additional details on how to apply.

**Deadline: Applications must be submitted by the end of the third week of the semester.**

Honors Conversions are processed at the end of the term after grades have been submitted. The Registrar will update the course title on the student’s record to reflect Honors credit.

Students cannot un-convert courses if the contract has been submitted to the Honors College and processed by the Registrar’s office.

# HONORS CAPSTONE PROJECT

## Information

The Honors Capstone Project serves as a culminating academic experience, showcasing a student's mastery of the subject or field of study. The scope and length of these projects vary depending on the chosen work and disciplinary requirements. Some projects are typical capstone projects (e.g., original, creative works or research papers) and others can almost incorporate work that contributes to a master's thesis. Common elements of a capstone project include engaging in creative and/or analytical activity, using imagination, pursuing curiosity, being resourceful, developing a productive relationship with a faculty mentor, working hard and making a formal project and oral presentation. **The capstone project should represent sustained work over more than one semester; however, there is also significant variation in each of these capstone project options.** A capstone in the creative arts is a different kind of project from a capstone based upon laboratory research, and both are different from experiential learning or participating in accelerated degree programs. The Honors College recognizes these differences and allows for the flexibility for students to be creative in their own areas of interest and expertise.

### EXAMPLES OF CAPSTONE PROJECTS:

- Honors Thesis
- Experiential Learning
- Original and Creative Works
- Accelerated Bachelor's to Master's Degree Program

## HONORS CAPSTONE PROJECTS

All Honors capstones will include a formal written component and formal oral presentation. Different types of projects might be conceived as follows:

### WRITTEN COMPONENT

#### Honors Thesis

- **Scholarly Research Paper:** A paper that uses original and secondary published sources to formulate a question and make a creative contribution to the literature. The paper may be a review and synthesis of the literature or an original research paper.
- **Research Paper:** This is a paper that includes primary data from experiments, clinical research, surveys, and other data sources or secondary data that is

subjected to rigorous analysis. It may entail quantitative, qualitative or mixed methods approaches to data analysis. It may include laboratory or field work and/or research or surveys including human subjects (with the guidance of an advisor trained in human subjects research and formal approval of the Institutional Research Board). Other approval may also be required for projects involving the use of animal subjects or controlled substances. Students will be guided by their faculty advisor for such approvals.

### Experiential Learning

- **Experiential Learning purposefully engages** faculty/ mentors and learners in a direct experience (i.e., “learn by doing”) and focused reflection to increase knowledge, develop skills, clarify values, and develop student’s capacity to contribute to society.
- **Experiential learning activities can include**, but are not limited to, internships, practicums, clinicals, field exercises, case studies, undergraduate research, and hands-on laboratory experiments. These direct learning experiences must be well-planned, supervised, and assessed through reflective writing.

### Original and Creative Works

- **Fine Arts display or performance:** Presentation of a student’s creative artistry (e.g. music and vocal recitals; art, film, theatrical performance, and photography exhibits). This option includes a formal reflection paper.
- **Portfolio:** Primarily for Fine Arts majors. A formal compilation of a student’s artistry created as part of their fine arts classes. This option will include a formal reflection paper.

### Accelerated Bachelor’s to Master’s Degree Program (ABM) coursework

- **UWG offers several different Accelerated Bachelor’s to Master’s Degree programs** where students take graduate level courses. Honors College students must complete two graduate level courses (six credit hours) and complete a reflection paper.
- **UWG ABM Programs include:** Biology, English, Sport Management, Public Administration, and Digital and Social Media Communication

**Formal Reflection Paper:** Students who seek to complete an Honors Capstone Project in the Experiential Learning, Original and Creative Works and/or Accelerated Bachelor’s to Master’s program categories must write and submit a reflection paper. Reflection papers must include (1) a description and explanation of the topic area and reasons for choosing it; (2) the steps taken to complete the project; (3) a description of the final work, including reflections on when and how they applied any knowledge and skills they learned through their coursework; (4) an assessment of the importance of the

activity and how it contributed to the learning process and/or prepared the student for graduate school, profession and/or career; and (5) a brief reflection about the overall experience and how the Honors College supported and prepared the student for this project and future endeavors.

## **ORAL PRESENTATION**

The Honors capstone project oral presentation is a valuable opportunity for students to showcase formally their research and original work to their advisor, faculty members, fellow students, and the Dean of the Honors College. This presentation can be completed through one of the following: Honors Showcase, Scholars' Day and/or a regional or national conference. Below are specific prompts/components for the presentation:

### **Presentation Components:**

- Introduction (Name, Faculty Mentor, and Project Title)
- Capstone Project Type
- Reflection (reflect on how this experience has impacted your academic and professional development)
- Learning Experience (share two key elements from this experience)
- Honors College Impact (share how the Honors College assisted and contributed to this work)

## **COORDINATING THE HONORS CAPSTONE PROJECT WITH DISCIPLINE SPECIFIC MAJOR REQUIREMENTS**

Honors students are encouraged to align their Honors capstone project with major requirements, such as a departmental capstone project, clinicals, or student teaching. In some cases, a major requirement can be augmented to satisfy the Honors capstone criteria. Alternatively, students may pursue independent research, creative, or applied projects or enroll in an independent study course. It is important to note that students who pursue the project within a regular course must include an additional component to convert a major requirement into an Honors capstone project. Students cannot simply double count a departmental/major requirement as the Honors capstone project.

## **HONORS CAPSTONE PROJECT FACULTY MENTOR**

Selecting a faculty mentor is as important as selecting a capstone project and topic. Students work closely with a mentor throughout the capstone experience, relying on them to guide the creative work's direction, review and edit the capstone project itself, and assist with preparing for the capstone presentation. The capstone mentor is responsible for regularly meeting with the Honors student.

To be a faculty mentor, the faculty member must:

1. Work at UWG as a regular full-time, regular part-time, or Emeritus faculty member above the rank of instructor (Lecturer, Assistant, Associate, or Professor)
2. Be an active faculty member during the semester in which the student will be submitting the capstone project.

## **HONORS COLLEGE CAPSTONE PROJECT GUIDELINES**

Honors College capstone experiences are typically structured with the following courses during the student's year of graduation:

### **HONR 4102: CAPSTONE SEMINAR I**

Honors students enroll in this course during the first semester of their final year of college. Students will have identified a discipline-specific faculty mentor at the end of their third year, and they will take this course to prepare and work on their final capstone project. Students will select a capstone project option, thinking about how scholars ask research/creative questions to answer discipline-specific or societal problems. Honors students will develop a project proposal and submit it to the Honors College and their faculty mentor by the end of this course.

### **HONR 4103: CAPSTONE SEMINAR II**

Honors students enroll in this course during their last semester of their final year in college. Students will work on their identified capstone project with their faculty mentor while in this course. They will also spend time working on formatting and how to communicate or present their work. The project does not have to be completed within HONR 4103. While some students may complete all the necessary components of the capstone requirement in HONR 4103, some students will complete some or all of them independently before or after completion of the course. Final projects are submitted to the faculty mentor/advisor and Dean of the Honors College by the last day of classes of the semester in which the student will graduate.

## CAPSTONE PROJECT ASSIGNMENTS AND TIMELINE

- Capstone Project Proposal **due at the end of HONR 4102.**
- Faculty Mentor/Advisor **approves and signs off on the project by the end of HONR 4102.**
- Students must meet with Honors College Dean **by the midpoint of first semester of final year in college.**
- Capstone Projects are **due on the last day of semester that student intends to graduate.**
- Students must present **during the last semester of the intended graduation year.**

## SPECIFICATIONS FOR FINAL COPY OF HONORS CAPSTONE PROJECTS

Submission of a completed Honors capstone project is required for Honors graduation. Written research papers, theses, and reflection papers should be submitted according to the following guidelines:

1. An electronic copy of the research paper, thesis, or reflection paper should be emailed to the Honors College email address at [honors@westga.edu](mailto:honors@westga.edu), the Dean of the Honors College, the Program Manager of the Honors College, and the student's faculty mentor.
2. The electronic copy must be accompanied by the formal Honors College Capstone Project Cover Sheet and the Honors Capstone Project Signature sheet, both modified to reflect the student's name and title of their project. The signature sheet must contain the electronic signature of the student's faculty mentor. These sheets can be found on the Honors College website and will be emailed to students the semester of graduation.
3. Honors capstone projects must be submitted to the above contacts no later than 5:00pm on the last day of classes in the semester the student intends to graduate. Due dates will be listed on the Honors College website. Students who choose the creative works option will submit some form of permanent record of their creative activity (e.g. video, portfolio, audio CD, etc.) and an electronic copy of the typed formal reflection paper.
4. The Honors College Dean will review all capstone projects and sign the signature page after submission and will contact students and their mentors with any questions.

The Honors College Capstone Projects are a culminating academic experience, highlighting the original, exceptional work, skills, and talents of Honors students.

# Academic Integrity

The Honors College and the University of West Georgia believe that academic and personal integrity is based upon values such as honesty, trust, fairness, respect, and responsibility. In an environment that recognizes and honors these values, standards of academic excellence must be maintained. An atmosphere of academic integrity enhances ethical and moral development among college students.

## THE HONOR CODE OF THE UNIVERSITY OF WEST GEORGIA

The UWG Community is responsible to uphold the inherent values of the Honor Code. Each student is given a copy of the Honor Code upon enrollment in the University. By signing the pledge, a student is making a commitment to honor the principles of academic and personal integrity, refusing to condone a violation of the Honor Code by other students and supporting imposition of penalties against those who commit violations. When a student chooses to enroll at the University of West Georgia they pledge the following: Having read the honor code of UWG, I understand and accept my responsibility to uphold the values and beliefs described, and to conduct myself in a manner that will reflect the values of the institution in such a way as to respect the rights of all UWG community members. As a UWG Honor student, I will represent myself truthfully and complete all academic assignments honestly. I understand that if I violate this code, I will accept the penalties imposed, should I be found responsible for violations through the processes due to me as a University community member. These penalties may include expulsion from the University. I also recognize that my responsibility includes willingness to confront members of the University community, if I feel there has been a violation of the Honor Code.





## USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (GEN AI)

Generative Artificial Intelligence (Gen AI) is a digital technology that creates various data types, such as images, videos, music, words, and more which previously only humans could create. Multiple Gen AI tools are available. Examples of Gen AI tools are OpenAI's ChatGPT, Google Bard, DALL-E 2, Microsoft Copilot, and others. The Honors College expects the responsible and ethical use of Gen AI. Gen AI is an essential part of digital literacy, and UWG and the Honors College aim to educate students about the challenges, threats, and possibilities of Gen AI. The Honors College explicitly prohibits the use of Gen AI in work submitted as part of its admissions process, scholarship process, and original capstone projects. The Honor College believes that each instructor (Honors or otherwise) should decide if, how, and when Gen AI can be used in their specific and respective course(s). Nevertheless, in cases where instructors permit the use of Gen AI for work/assignments, the Honors College believes that any content obtained from an AI source should be properly attributed and cited in the assignment submission following the appropriate scholarly style guidelines where applicable. Submission of any generative AI content in the Honors College processes and/or academic work that fall outside of the faculty-student course parameters could be considered an unauthorized collaboration and may be treated as a violation of UWG's Honor Code and the Honors College value and policy of academic integrity.

**UWG's Honors College is proud to partner with students so they can excel in their disciplines and demonstrate their intellectual curiosity and excellence as they pursue their next chapter in life.**



HONORS COLLEGE