During your time in the Schreyer Honors College, you will be faced with tremendous opportunities—once-in-a-lifetime chances to study abroad; to participate in internships with leading organizations in business, government, and social services; to apply for prestigious scholarships and fellowships to further your research interests and academic pursuits.

But with those opportunities come responsibilities. The Schreyer Honors College requires you to maintain a 3.40 grade point average, to meet deadlines in filing important forms like your Academic Plan, and to complete your thesis requirements on time. Consider this handbook your roadmap to move in the right direction from your first semester in the college through the Medals Ceremony when you graduate with Honors upon completion of your degree requirements.

As a companion to the SHC website (shc.psu.edu) and the college’s online Student Records System (shc.psu.edu/srs), this handbook should help you chart your coursework and other academic requirements semester by semester. Periodic consultations with faculty, such as your honors adviser and eventually your thesis supervisor, will also be very important. The staff of the SHC is eager to assist you if you have additional questions. Feel free to email, call, or visit the SHC main office whenever the need arises (see the staff directory on page 56).

Please take the time to familiarize yourself with the entire contents of the Student Handbook now, and keep it in a convenient place where you can refer to it whenever questions arise. If you misplace it, a copy of the current Student Handbook can always be found on the SHC website under the Current Students section.

In gaining admission to the SHC, you have proven your academic strength. Put your skills and abilities to good use during the coming years to fully succeed during your time at Penn State and in the Schreyer Honors College.
Mission

Achieving Academic Excellence with Integrity

... Building a Global Perspective

... Creating Opportunities for Leadership and Civic Engagement

Vision

To educate men and women who will have an important and ethical influence in the world, affecting academic, professional, civic, social, and business outcomes

... To improve educational practices and to be recognized as a leading force in honors education nationwide

The Schreyer Honors College’s mission and vision statements drive strategic planning, program development, and administrative decisions for the college. They are the foundations upon which all Schreyer Honors College endeavors rest.
Diversity

The Schreyer Honors College views diversity experiences in classroom pedagogy, in the curriculum, and in the community as essential to a quality undergraduate education and central to the college’s mission.

The SHC believes that achieving academic excellence, building a global perspective, and participating in leadership and civic engagement are impossible without valuing and understanding diversity.

Undoubtedly, one of the most important experiences you will have as an undergraduate is the opportunity to meet other students whose culture, life experiences, leisure activities, family background, religion, ethnicity, or sexual orientation are different from your own, and possibly different from that of the majority of students you have known in the past. Encountering this diversity is a tremendous opportunity for personal growth.

... 

**SHC DEFINITION OF DIVERSITY**

Diversity is defined broadly to include population differences in race, ethnicity, socioeconomic background, gender, age, sexual orientation, religion, abilities/disabilities, veteran status, international status, language, political persuasion, and regional or geographic origins, as well as different talents, interests, ideas, and creativity.
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Good Academic Standing in the Schreyer Honors College

Academic Integrity and Conduct Becoming a Scholar

ACADEMIC INTEGRITY

Academic integrity is essential for remaining in the Schreyer Honors College. It is defined by the University Faculty Senate Policy 49-20 as:

The pursuit of scholarly activity in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University’s Code of Conduct states that all students should act with personal integrity; respect other students’ dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Senate Policy 49-20
www.psu.edu/ufs/policies/separate_policy/49-20.htm
Any member of the Schreyer Honors College who either is found to have committed an act of academic dishonesty by an academic college academic integrity committee or who did not contest accusations of academic dishonesty made by an academic college and waived in writing a review or hearing within the academic college may be subject to immediate dismissal from the Schreyer Honors College.

The Schreyer Honors College may revoke an honors medal and the honors diploma if a graduate is later found to have committed an act of academic dishonesty while enrolled in the Schre yer Honors College.

**SOCIAL AND PERSONAL RESPONSIBILITY**

As described in the Penn State Principles:

The University is a community that promotes learning; any behaviors that are inconsistent with that goal are unacceptable. Irresponsible behaviors, including alcohol or drug abuse and the use of violence against people or property, undermine the educational climate by threatening the physical and mental health of members of the community.

A Scholar is expected to maintain a high standard of behavior by adhering to the Code of Conduct (student affairs.psu.edu/judicial/codeofconduct/) and respecting the rights of others.

Any member of the Schreyer Honors College who is found to have committed an act of behavioral misconduct that results in a transcript notation may be subject to immediate dismissal from the Schre yer Honors College.

To contact members of the SHC staff, see the University Park directory information on page 56.
GRADE POINT AVERAGE POLICY FOR SCHREYER HONORS COLLEGE

A. All students admitted to the Schreyer Honors College must attain both semester and cumulative grade point averages (GPAs) of at least a 3.40 while maintaining full-time enrollment (a minimum of 12 credits) in the fall and spring semesters to remain in good academic standing. We set this modest minimum to encourage exploration of courses and majors across the curriculum, as well as participation and leadership in co-curricular activities.

B. Failure to attain a GPA of at least a 3.40 in one semester places a student in warning status for the following semester and removes them from good academic standing in the SHC.

C. Scholars in warning status must attain both a semester and cumulative GPA of at least a 3.40 at the end of their warning semester. Failure to do so will result in the dismissal of the student from the Schreyer Honors College, the removal of the Academic Excellence Scholarship (if applicable), and the termination of all other benefits and privileges of the SHC. This dismissal is independent of the student’s continued status as a Penn State student.
Academic Excellence Scholarship

The Academic Excellence Scholarship (AES) is awarded to all incoming freshman First-Year Scholars.

1. As long you remain in good academic standing in the Schreyer Honors College and meet the requirements outlined for each year on pages 48 to 51, the AES is renewed for eight semesters. Scholars in good academic standing, who start and remain in required five-year programs, such as Architecture, Architectural Engineering, and Landscape Architecture, are eligible to receive the AES for 10 semesters.

2. The AES is awarded for full-time study. Your AES will be withheld any semester you are not enrolled as a full-time student (under 12 credits). If you find it necessary to drop below a full-time credit load during the semester, you should inform the SHC's associate dean and file a Part-Time Status Form which can be found on the college’s Student Records System (shc.psu.edu/srs).

3. Scholars who take a leave of absence to pursue full-time study abroad through a non-Penn State-related program may choose to draw their AES during the term of their absence; however, this will use up a semester of eligibility. If you have questions about the usage of your AES, send an email to the SHC's business manager. Inquiries about any special circumstances may be brought to the associate dean of the Schreyer Honors College.

If you interrupt your resident study at the University for a leave of absence, a co-op, or an internship, you must:

- Inform the SHC's coordinator of student records of your intent.
- Notify Penn State's Office of Student Aid.

The Academic Excellence Scholarship will be reinstated when you resume full-time study after approved leaves of absence, co-ops, or internships, provided the interruption of resident study does not exceed the expected return date. To re-activate your AES after an interruption of your resident study, send an email to the SHC's business manager.
NOTE: Scholars holding an Academic Excellence Scholarship and any other scholarships awarded through the Schreyer Honors College will lose that funding upon withdrawal or dismissal from the SHC. Former Scholars are not required to repay the previously allocated portion of the AES if they withdraw or are dismissed.

Withdrawals and Dismissals

Students may voluntarily withdraw from the Schreyer Honors College by notifying the dean in writing (email is acceptable). A withdrawal from the Schreyer Honors College will result in all Schreyer Honors College notations being removed from your transcript.

Students who fail to meet the Honors College requirements previously outlined will be notified in writing of any dismissal action taken regarding their status as a Schreyer Scholar. Students will be dismissed from the Schreyer Honors College for not completing specified requirements in a timely fashion. All Schreyer Honors College notations will be removed from the transcript if a student is dismissed from the college.

Under extraordinary circumstance, an appeal of dismissal can be sought by writing a letter to the Dean explaining the situation. For more information, contact the associate dean.
Academic Requirements:  
From A to T  
(From Academic Plan to Thesis)

Academic Plan

The Academic Plan documents important advising information and identifies courses that you plan to take in the coming years. Submitted annually, the plan is designed to capture important information exchanged between you and your honors adviser as you discuss various issues and opportunities. An annual plan is required to prompt students to look strategically ahead to future semesters and to organize a challenging and well thought-out program of study.

The plan is exactly that—a “plan” not a promise. You can create a working copy of your plan and make changes throughout the year. Plans can change. If you change your scheduling plans after submitting the Academic Plan, discuss the changes with your honors adviser and make sure that you are still meeting your honors requirements, major/minor requirements, general education requirements, and other University requirements; however, you need not file a revised Academic Plan until the following year. PDFs of your approved academic plans will be available on your dashboard in the Student Records System (shc.psu.edu/srs).
Q. Where do I find the Academic Plan?
A. It is on the SHC’s online Student Records System (shc.psu.edu/srs).

Q. What do I do about my Academic Plan if I will be away when it is due?
A. You can submit your Academic Plan while you are away from campus through the Student Records System.

DUE DATES:

- New Scholars must complete an Academic Plan for their current academic year of study at the beginning of their first Fall semester in the SHC. The first Academic Plan must be submitted and approved the day prior to Priority Registration.

- All continuing Scholars submit an Academic Plan for the upcoming academic year in the spring. It must be submitted and approved the day prior to Priority Registration. Due dates will be announced in the SHC student listserv, listed on the SHC website, and posted on the student records system.

PLAN REQUIREMENTS:

- Timely submission of the approved Academic Plan is required for continued membership and good standing in the Schreyer Honors College.

- Your Academic Plan must be approved by your faculty honors adviser or, in the cases of Scholars at Commonwealth campuses, the campus honors coordinator.
• Plans that are submitted by a student online but are not approved by the honors adviser are not considered complete.

• Students with unapproved or disapproved Academic Plans will be put on warning status in the SHC, until such time as the Academic Plan is approved, and may be dismissed.

Honors Advisers

Your honors adviser is a critical resource as you plan your academic course of study. The honors adviser’s role is to guide you as you make choices about degree requirements, honors requirements, and thesis requirements, as well as many other decisions you will face while you are in college.

eLion identifies your primary honors adviser. If you have more than one major or if your thesis work is being done outside of your major, then you will have multiple honors advisers, but eLion will still only list one adviser. The SHC can assign the honors adviser who will approve your honors forms if you have multiple honors advisers, but eLion will still only list one primary adviser.

Your honors advisers are given the responsibility and the authority to work closely with you to design your degree program and your honors credentials.

• Each year, your honors adviser must approve an advising report, called the Academic Plan (see page 10). The Academic Plan confirms your adviser’s approval of your planned course of study. The Schreyer Honors College must receive an Academic Plan each year approved by your honors adviser for you to remain in good standing.

• Your honors adviser will also review and approve honors option (see page 17) and honors independent study (see page 18) work prior to you being able to receive honors credit for that work. Honors Option and Honors Independent Study/Research forms must indicate the approval of
your honors adviser before the Schreyer Honors College will process your request.

• Your honors adviser must determine and confirm that any exceptions or waivers entered into your student record for the purposes of completing graduation requirements meet the spirit of the requirement (see page 23). Talk to your honors adviser about any substitutions you plan to request. This is a judgment call; different advisers will interpret the requirements differently, so confirm any substitution approval in writing with your adviser before assuming that it will be allowed.

How do I find out the name of my honors adviser?

You can view your adviser assignment on your dashboard on the Student Records System or on eLion (elion.psu.edu) by clicking on the “Adviser Information” link. If the adviser listed is incorrect or you are not assigned to an honors adviser, please contact a staff assistant in your department or college.

Can I get a new honors adviser?

The SHC does not assign honors advisers. However, it may be possible. To review the list of all honors advisers online, locate the appropriate adviser list on the SHC Advising Information page in the SHC’s Current Scholars section: shc.psu.edu/students/advising/. If there is more than one honors adviser for your major, contact your major department and ask if it is possible to be reassigned to a new honors adviser. It is important that you find the honors adviser who best matches your academic needs. However, keep in mind that some departments do structure their advising assignments in a way that prevents your being able to change to a new adviser even if the department has more than one.
How do I find an honors adviser in an area that is not my major?

The SHC has a Web page that lists the contact information of all the honors advisers by their campus, college and department: [shc.psu.edu/students/advising/](http://shc.psu.edu/students/advising/). If this list does not include an adviser in the area you are looking for, contact the SHC associate dean’s office.

Semester Standing vs. Full-Time Semesters

**SEMESTER STANDING**

Semester standing is determined by the number of credits earned. Semester standing is used by most offices of the University to determine student responsibilities and privileges, such as tuition, housing preferences, registration, football seating, etc. To find out what your semester standing is, refer to the University Undergraduate Advising Handbook website [dus.psu.edu/handbook](http://dus.psu.edu/handbook) under “Semester Clarification.”

**FULL-TIME SEMESTERS**

The Schreyer Honors College does not use semester standing to determine its students’ requirements and privileges. Instead it counts the number of semesters of full-time enrollment at Penn State.

The SHC considers any student who is in their first or second full-time semester to be a first-year student, regardless of how many credits the student has earned. Sophomores are students in their third and fourth full-time semesters. Juniors are students in their fifth and sixth full-time semesters. Seniors are students in their seventh full-time semester or more. This method of counting is typically an advantage to Scholars. For example, AES eligibility
Meeting Your Honors Course and Credit Requirements

Requirements to Graduate with Honors

- 3 honors courses for a minimum of 9 credits in the first year for those entering as freshman
- 3 honors courses for a minimum of 9 credits in the sophomore year
- 14 credits junior-senior block
- 3.40 GPA
- approved and submitted thesis

Honors Credit Requirements

- 18 credits First-Year/Sophomore Block
- 14 credits Junior/Senior Block

There are five ways to satisfy your honors credit requirements:

1. Honors Courses
2. Honors Option Courses
3. Honors Independent Study or Research
4. Advanced- or Graduate-level Courses
5. International Study or Research

Honors Courses, Honors Options, and Honors Independent Study or Research are all designated by an H or another honors suffix (M, T, U) on your undergraduate transcript.

- T is an honors first-year seminar.
- H is an honors course.
- U is an honors course that also meets the international and/or U.S. cultures requirement.
- M is an honors course that also meets the writing intensive requirement.
A general description of honors courses can be found on the SHC website at: shc.psu.edu/students/courses/honorscourse.cfm

NOTE: Adult and Non-Traditional Students as Part-Time Scholars: Adult and non-traditional Scholars may be part-time students. Part-time Scholars may plan extended time to meet honors credit requirements. These Scholars must work closely with their honors adviser and the SHC associate dean to get appropriate requirement variances approved. Contact the SHC associate dean’s office if you have questions concerning your honors credits.

No “H” will appear on your transcript for advanced or graduate-level work or for international study, but these will still count as long as they appear on your undergraduate transcript (see pages 18-19).

A passing quality grade (C or higher) must be issued for a course in order for it to be eligible to meet honors requirements. Therefore, if a student drops or fails a course, takes a course using the “Satisfactory/Unsatisfactory” Grading System or audits (AU) a course, it will not count toward the completion of the student’s honors requirements.

Honors course and credit requirements must be met during the time you are an active Schreyer Scholar. Honors coursework taken before you are officially a member of the SHC will not be counted toward these requirements.

1. HONORS COURSES

The honors course is central to the honors experience. It is intended to provide a rigorous examination of the subject matter, to engage the student fully in active scholarship, and to provide a stimulating atmosphere in which to work.

Honors courses:

- Have enrollment limits (usually of 20-25 students).
- Are generally taught by full-time members of the Penn State faculty with professorial appointments.

Some honors courses have no counterparts in the regular curriculum, while others are honors sections of regular University courses.

2. HONORS OPTION COURSES

The honors option permits a Schreyer Scholar enrolled in a regular University course to make it an honors experience and to receive honors credit. Honors option courses are recommended primarily for work in your major. The course instructor/honors option supervisor must be a member of
the Penn State faculty with a professorial appointment (i.e., an assistant professor, associate professor, or professor), not a graduate student, lecturer, or instructor. The course may not revert to non-honors status without the permission of the instructor.

To create an honors option course, you must:

• Register for the course in the usual way.
• Meet with the instructor in advance or early in the semester in which the course is offered.
• Arrange for a portion of the coursework to be done as a project of honors caliber or plan significant alternative work.
• Submit an approved honors option course form online containing a description of the proposed work by the end of the third week of the semester in which the course is taken. This form can be found online at shc.psu.edu/srs.

In an honors option course, work should not be simply an add-on but should be done within the course syllabus or as an alternative to what is required of regular students. Your grade in an honors option course will reflect an evaluation of all your work in the course.

3. HONORS INDEPENDENT STUDY OR RESEARCH

Ordinarily, honors independent study or research should represent inquiry, study, or research on a topic in which you have acquired some background. It should not duplicate the material covered by an existing course. It frequently forms the basis for an honors thesis. (NOTE: In no case may a student earn more than 6 honors credits for honors independent study related directly to thesis research and writing.)
To schedule honors independent study or honors research, you must:

- Secure a member of the regular faculty to supervise your honors independent study or honors research. Graduate students and part-time faculty will not be approved to supervise Honors Independent Study work.

- Register for academic credit using course numbers for Research (294 or 494), Independent Study (296 or 496), or other appropriate course numbers.

- Unless the course already has an “H” suffix, you must submit the Honors Independent Study/Research form to request honors credit for the course. The form is due before the end of the sixth week of the semester in which the course is scheduled and must be filed online at shc.psu.edu/srs.

4. ADVANCED-LEVEL COURSES

In some cases, it is appropriate for Schreyer Scholars whose progress is very rapid or whose background is particularly rich to satisfy honors requirements by taking advanced-level courses. Two routes of undergraduate acceleration are available:

- Courses at the 400-level may be counted toward the First-Year/Sophomore Block requirements. Even Scholars whose semester standing shows them as accelerated may use 400-level courses to count toward honors credit in the first four full-time semesters. An “H” suffix need not be added to the course number under these circumstances.

- Graduate courses (500-level) are recommended to Schreyer Scholars who are prepared for them.

Scholars who plan to graduate in three years may only count 400-level courses taken in their first year.

Normally, a student will have completed the preliminary undergraduate courses, but occasionally a student’s progress and maturity make a 500-level course preferable to its undergraduate-level counterpart. Careful evaluation of your eligibility by your adviser and the course instructor is important. You will need to obtain the permission of the course instructor to take a 500-level course. No other
permissions are required. Schreyer Scholars may count 500-level courses as honors study although the “H” suffix is not added, provided the course appears on the student’s undergraduate transcript.

NOTE: 600-level courses cannot be counted on the Undergraduate transcript.

5. INTERNATIONAL STUDY OR RESEARCH

Either directly or through various consortia, Penn State offers more than 200 programs of international study for regular Penn State credit. Study abroad can make a significant contribution to an honors curriculum, and all Scholars, regardless of major, are encouraged to pursue learning abroad. Because the SHC values international education, we provide an honors credit waiver for Scholars who go abroad according to the following schedule:

- One semester (fall or spring): 3 credits
- Full academic year: 6 credits
- Summer or other short-term trips: 1 credit for 10 days to 4 weeks abroad; 2 credits for more than 4 weeks abroad

The SHC provides an enhanced honors credit waiver for a student who participates in longer-term study abroad programs where the language of instruction is not the student’s first language. The following schedule provides the details of this credit waiver:

- One semester (fall or spring): 4 credits
- One semester (fall or spring) plus full summer: 6 credits
- Full academic year: 8 credits
- Full calendar year: 10 credits

To receive this enhanced credit, contact the coordinator of international programs for more information.
The Schreyer Honors College offers special international study tours, which are usually short (three weeks or less) and directly generate honors credit. Timely notices about these special programs appear on the SHC Web site and on the SHC listserv. Some honors courses include international travel as a requirement or option. These H-courses will not count again for abroad credit. Contact the coordinator of international programs if you have questions.

If international study is done through another institution, transfer information placed on your transcript may or may not reflect as study abroad. If it does not, please alert the SHC coordinator of student records, so you can receive appropriate honors credit for that international study.

Priority registration is given to Schreyer Scholars for three reasons:

- To allow completion of a complex and challenging program of study combining multiple majors and minors.
- To allow for scheduling of blocks of time to conduct research and thesis work.
- To make it easier to implement plans described in the Academic Plan.

Check the SHC student listserv and the SHC website for special announcements regarding Scholar pre-registration. Consult the University Registrar Schedule of Courses at schedule.psu.edu and the SHC’s searchable list of honors courses at shc.psu.edu/students/courses for available courses.
Integrated Undergraduate/Graduate Program & Professional Studies

INTEGRATED UNDERGRADUATE/GRADUATE PROGRAM

The Integrated Undergraduate/Graduate (IUG) program provides Schreyer Scholars who have well-defined academic and research plans, as well as outstanding records of achievement in the classroom and accelerated progress toward graduation, the opportunity to combine undergraduate and graduate courses of study into a single, continuous program with dual undergraduate and graduate enrollment.

The IUG program offers students a number of advantages:

1. The coherence of a single planned undergraduate/graduate program.
2. Advising informed by the longer-range goals of the graduate degree.
3. Immediate involvement in the longer-range academic and professional goals.
4. The opportunity to double count up to 12 credits toward both degrees.
5. The opportunity to pay the lower undergraduate tuition rate while pursuing a Master’s degree.
6. The opportunity to write a combined honors and Master’s thesis.

Courses at the 500-level that are taken as part of the graduate program may be used to meet your undergraduate honors requirements as long as those courses are listed on your undergraduate transcript.

NOTE: Not all graduate programs permit IUG Master's degrees; check with the graduate program office before making extensive plans.
INTEGRATED UNDERGRADUATE/MEDICAL DOCTORATE PROGRAM

The Integrated Undergraduate/Medical Doctorate (IUMD) Program is the result of a partnership between the Schreyer Honors College and the Penn State College of Medicine. It allows a Schreyer Scholar the opportunity to integrate any appropriate Penn State baccalaureate degree—a bachelor of science (BS) or a bachelor of arts (BA)—with a professional program in medicine leading to a doctorate in medicine (MD).

The IUMD Program is designed exclusively for Schreyer Scholars who have definite plans for a career in medical practice. Successful applicants are students whose general education progress and academic plans indicate a readiness to forge ahead toward the goal of practicing medicine and who are ready for the particular challenges of medical education, medical research, and the advancement of knowledge in health care.

INTEGRATED UNDERGRADUATE/JURIS DOCTORATE PROGRAM

The Schreyer Honors College offers an integrated program that allows honors students in their second year of an undergraduate program to apply for matriculation to the Pennsylvania State University Dickinson School of Law.

Among the program requirements, IUJD applicants must:

- Anticipate completing three-fourths of their undergraduate degree requirements by the end of their third year.
- Take the LSAT in October, December, or February of their third year of undergraduate study.
- Have letters of recommendation from the dean of the Honors College, their undergraduate faculty honors adviser, and two other members of the Penn State faculty who are familiar with their academic work.
Students who are admitted to and enter the Dickinson School of Law as matriculants through this program and who also are completing their undergraduate honors theses on a law-related topic will have the opportunity to meet with and to seek the advice of law school faculty members with expertise in the particular law-related topic of the thesis.

All three programs require approval at three levels:
1. The relevant academic administrative unit,
2. The Schreyer Honors College,
3. As appropriate, the Graduate School (for IUG), the Hershey Medical School (for IUMD), or the Dickinson School of Law (for IUJD).

Course Waivers and Substitutions

Honors advisers may approve course waivers and substitutions for Schreyer Scholars in accordance with Faculty Senate Policy 65-00, which states:

For students in the Schreyer Honors College, any requirement for graduation other than the total number of credits and those that are external (non-University) in origin may be waived by the faculty of the major.

However, it is the responsibility of the honors adviser to make certain the intents of both General Education and major requirements are satisfied.

A course chosen for either purpose while a student is in the college will satisfy the corresponding graduation requirement if a student leaves the college.
It is important to note that this policy does \textit{not} allow the waiver of the intent of the General Education and major requirements. It also does \textit{not} allow for a reduction of the overall credits a Scholar must earn to graduate. It does, however, allow for substitutions of advanced level or specialized courses that meet the intent and spirit of the General Education and major requirements.

The Senate policy puts a great amount of power and flexibility in the hands of an honors adviser. It is important that both Scholar and adviser are aware of the consequences of making waivers and substitutions that tailor or focus a program of study too much. A Scholar can be disadvantaged by not having a well-rounded academic record when applying for major national-level scholarships or seeking employment or post-baccalaureate graduate or professional opportunities. Therefore, caution is always necessary when judging whether a waiver or substitution meets the spirit of General Education or major requirements.

On the searchable list of honors courses on the SHC website (\url{shc.psu.edu/students/courses}), there are suggestions for how special topics courses might be applied to General Education course requirements.

\begin{quote}
\textbf{Adult and Non-traditional Students as Part-Time Scholars:}

Adult and non-traditional Scholars may be part-time students. Part-time Scholars may plan extended time to meet honors credit requirements. These Scholars must work closely with their honors adviser and the SHC associate dean to get appropriate requirement variances approved. Contact the SHC associate dean's office if you have questions concerning your honors credits.
\end{quote}

\begin{quote}
Recording course waivers and substitutions does not happen automatically. The Honors College cannot adjust student audits to reflect waivers and substitutions. Each academic unit has its own procedures for how the honors adviser should record approval for a course waiver or substitution. Any course waivers and substitutions must be recorded directly through the student’s academic college’s associate dean’s office so that the degree audit indicates an accurate record of progress toward meeting major and General Education requirements.
\end{quote}
The Honors Thesis

GETTING STARTED

It is never too early to begin thinking about your honors thesis. It is a good idea to take some time to check out the SHC Thesis Project Guide at shc.psu.edu/students/thesis/projectguide.cfm. This site is intended to provide helpful general information. Keep this website bookmarked, as it can guide you through the whole process—from getting started to submitting your honors thesis. The site walks you through:

• Introduction: What is an Honors Thesis?
• Planning an Honors Thesis
• Goal-setting and Time Management
• Writing
• Revising
• Formatting and Final Touches
• Deadlines
• Getting Answers to Questions

Electronic Thesis Submission Guide

Your thesis is submitted electronically. For guidance on thesis style and setup, see shc.psu.edu/students/thesis/submissionguide.cfm

Finding Honors Theses in the Libraries

To find information about honors theses catalogued in Penn State’s libraries, go to “The Cat” Web site at cat.libraries.psu.edu/uhtbin/guestcat.exe and select “Advanced Search.” Identify any appropriate keyword or author, choose Material Type: “Bachelors Theses and Papers” then request a search. Full text of theses submitted electronically since Fall 2009 can be found at http://honors.libraries.psu.edu.
Visit the Research Opportunities Database

The website undergradresearch.psu.edu provides a central location where some Penn State faculty post information about research and creative projects on which they are seeking assistance from undergraduates.

Thesis Deadlines

Mandatory thesis format review and final thesis submission for the current semester can be found on the Important Dates page on the SHC website at: shc.psu.edu/students/dates.cfm.

Check shc.psu.edu/students/graduation/step4.cfm for the published thesis deadline date for up to a year in advance of your intended semester of graduation.

These are immutable deadlines. Graduating Schreyer Scholars who do not submit their thesis for format review and their faculty-approved honors thesis by the published thesis deadline will be dismissed from the Schreyer Honors College for failure to meet the honors thesis requirement in a timely fashion. Voluntary withdrawal from the Schreyer Honors College is only permitted before the final thesis deadline (see page 9 for details on withdrawal and dismissal). Deferring graduation after the deadline requires an appeal of the dismissal.

A SCHOLAR’S AREA OF HONORS

The SHC uses the term “Area of Honors” to identify the academic area in which a Schreyer Scholar’s honors thesis work is done. The honors thesis is supposed to be extensive work culminating from in-depth study in a specific area, therefore the honors notation on the transcript and diploma designates a Scholar’s Area of Honors. The Area of Honors must be the name of a minor, major, or graduate degree offered at Penn State.
Requirements

Because of the connection between the Area of Honors and the student's honors thesis, the honors advisers in a specific area of honors must assure that a student completing a thesis in that area has demonstrated appropriate academic expertise in that area, possibly including specific coursework and/or specific majors or minors earned. You are obligated to meet those demands to qualify to earn honors in their area. The honors adviser will also discuss any specific coursework or degree requirements you might need for your intended Area of Honors. These requirements are program-specific and vary from department to department. You are responsible for learning what they are and making appropriate arrangements to complete them.

Before and during the planning of your Thesis Proposal, you and your faculty thesis team will need to discuss all associated requirements for earning honors in your selected Area of Honors. If you choose an Area of Honors outside your major, your academic adviser will not be required to read or approve your thesis. Instead, an honors adviser in the Area of Honors must be enlisted to approve the project (by online approval of the Thesis Proposal) and approve the final honors thesis.
Area of Honors In Major

A majority of Scholars do their thesis work in their major. In these instances, the Area of Honors will be the same as the major.

For example: Schreyer Scholar Sarah Blake graduated in spring 2011 with a B.A. degree in Political Science. Sarah’s adviser-approved honors thesis is written in Political Science and is approved by her thesis supervisor and the honors adviser in Political Science. The Political Science honors adviser’s signature on the honors thesis carries with it an implicit certification that Sarah has demonstrated appropriate expertise in the study of Political Science to earn honors in Political Science.

In this case, Sarah’s Area of Honors is Political Science. Sarah’s diploma looks like this:

THE PENNSYLVANIA STATE UNIVERSITY CONFRS UPON
SARAH BLAKE
THE DEGREE OF
BACHELOR OF ARTS
COLLEGE OF THE LIBERAL ARTS
IN RECOGNITION OF THE COMPLETION OF THE MAJOR IN
POLITICAL SCIENCE
WITH HONORS IN POLITICAL SCIENCE
SCHREYER HONORS COLLEGE

The special note at the bottom of Sarah’s transcript looks like this:

--------SPECIAL ACTIONS AND NOTES--------

05-11 BACHELOR OF ARTS CONFERRED, POLITICAL SCIENCE,
COLLEGE OF THE LIBERAL ARTS
HONORS IN POLITICAL SCIENCE
SCHREYER HONORS COLLEGE
Area of Honors Out of Major

If a student’s honors thesis is completed and approved in an academic area outside of the student’s major(s), the student will have an Area of Honors indicated by the degree earned in the area in which their thesis work is done.

For example: Schreyer Scholar Robert Rizzo graduated in spring 2011 with a B.S. degree in Kinesiology; however, he did his adviser-approved honors thesis in Meteorology. The Meteorology honors adviser’s signature on the honors thesis carries with it an implicit certification that Robert has demonstrated appropriate expertise in the study of Meteorology to earn honors in Meteorology.

In this example, Robert’s Area of Honors is Meteorology. Robert’s diploma looks like this:

```
THE PENNSYLVANIA STATE UNIVERSITY CONFFERS UPON
ROBERT RIZZO
THE DEGREE OF
BACHELOR OF SCIENCE
COLLEGE OF HEALTH AND HUMAN DEVELOPMENT
IN RECOGNITION OF THE COMPLETION OF THE MAJOR IN
KINESIOLOGY
WITH HONORS IN METEOROLOGY
SCHREYER HONORS COLLEGE
```

The special note at the bottom of Robert’s transcript looks like this:

```
----------SPECIAL ACTIONS AND NOTES----------
05-11 BACHELOR OF SCIENCE CONFERRED, KINESIOLOGY,
COLLEGE OF HEALTH & HUMAN DEVELOPMENT
HONORS IN METEOROLOGY
SCHREYER HONORS COLLEGE
```
Interdisciplinary Area of Honors

Sometimes a student’s thesis work spans more than one Area of Honors. In this case, the student’s Area of Honors is best described as interdisciplinary between two or more academic areas. The interdisciplinary honors thesis requires approval from honors advisers in each Area of Honors.

For example: Schreyer Scholar Matthew Hardy graduated in spring 2011 with a B.S. degree in Engineering Science. His adviser-approved interdisciplinary honors thesis is in Engineering Science and Mathematics. The signatures from the honors advisers on the thesis carry with them an implicit certification that Matthew has demonstrated appropriate expertise in the study of both Engineering Science and Mathematics to earn interdisciplinary honors.

Matthew’s diploma reads:

THE PENNSYLVANIA STATE UNIVERSITY confers upon
MATTHEW HARDY
THE DEGREE OF
BACHELOR OF SCIENCE
COLLEGE OF ENGINEERING
IN RECOGNITION OF THE COMPLETION OF THE MAJOR IN
ENGINEERING SCIENCE
WITH INTERDISCIPLINARY HONORS IN ENGINEERING SCIENCE AND
MATHEMATICS
SCHREYER HONORS COLLEGE

The special note at the bottom of Matthew’s transcript looks like this:

-------------SPECIAL ACTIONS AND NOTES-------------
05-11 BACHELOR OF SCIENCE CONFERRED, ENGINEERING SCIENCE,
COLLEGE OF ENGINEERING
HONORS IN ENGINEERING SCIENCE AND MATHEMATICS
SCHREYER HONORS COLLEGE
Students must complete the Thesis Proposal one year prior to graduation.

Failure to submit a Thesis Proposal on time warrants dismissal from the college.

THESIS PROPOSAL

Timely submission of your Thesis Proposal is a requirement for membership in the college. It is a form that supplies evidence of sufficient progress toward the completion of your required honors thesis. You should submit your Thesis Proposal online at shc.psu.edu/srs.

- Your intended semester of graduation is entered on your dashboard in the Student Records System.
- The Thesis Proposal notifies the SHC of your intended area of honors and identifies the faculty with whom you plan to conduct your research.
- Both the thesis supervisor and honors adviser from the department in which you plan to earn honors must approve your Thesis Proposal online.
- Two or more different faculty members from the department granting your honors credentials are required to approve your thesis proposal and commit to reading your thesis. If the thesis supervisor is the honors adviser for your thesis, you must find a second eligible faculty reader from your area of honors.
- If you plan to earn “interdisciplinary honors,” three or more people must read your thesis from the departments granting your honors credentials: at least one thesis supervisor and an honors adviser in each of your areas of honors. If your thesis supervisor is one of your honors advisers for your thesis, you must find a second eligible faculty reader from that Area of Honors.
- You can only earn honors in a subject described by an existing major, minor, or graduate program. The faculty signers must be eligible to teach for that degree program. The only exception to this is the Bachelor of Philosophy program, in which student work with a faculty member to develop an individually tailored undergraduate major. Any exceptions must be approved by the associate dean.
If you plan to study abroad, take a leave of absence, or participate in an internship or co-op experience, please submit your Thesis Proposal prior to your departure from campus, if possible.

You can submit your Thesis Proposal while you are away from campus by logging into the SHC online forms page (shc.psu.edu/srs). Your honors adviser may have questions for you prior to approving your Thesis Proposal; however, it may be possible to settle those questions via email or telephone.

- Always check with an honors adviser in the department in which you want to earn honors to find out if the department has any requirements beyond the thesis in order to earn honors. For example, some departments have required courses for students who want to earn honors; others require a minor or major.

- An honors independent study/research form for thesis research or writing credit will not be processed after your sixth semester unless you have submitted a Thesis Proposal.

**Important Notes on Completing a Thesis Outside Your Major**

Several departments—for instance, English, history, psychology, and nursing—have special honors course requirements that must be fulfilled by any students seeking to earn honors and complete a thesis in those academic disciplines. Thus, if you are considering earning honors outside of your major, you must consult an honors adviser in that outside department before beginning research to find if you will be able to meet the requirements. For example, the English Department requires that all students doing honors in English complete 9 credits of English 300-level honors seminars. It is not sufficient to complete a thesis in English under the supervision of an English department faculty member; you must also complete the required courses.

If you conduct thesis research in a department other than your major, be certain to find out from the departmental honors adviser if there other departmental requirements you must meet in order to be eligible to receive honors in the other academic area. Some departments require that you complete the equivalent of a major or a minor before you are permitted to graduate with honors in that area. It is important to check on this very early. Requirements vary from department to department and change from year to year, so plan ahead.
THE HONORS THESIS: FAQs

How do I choose a thesis supervisor?

Full-time, tenured, and tenure-line faculty with professorial rank (assistant, associate, or full professors) and all members of the graduate faculty may serve as thesis supervisors. Students are encouraged to talk to faculty who have taught courses in their major.

Suggested resources:

• Departmental websites can be extremely useful resources. Most departmental websites, especially websites designed for graduate programs, list faculty and their research interests.

• Individual faculty pages often list recent publications. Review the lists of research interests and publications prior to making an exploratory appointment with a faculty member.

• Honors advisers can also direct you to possible thesis supervisors.

Sometimes your thesis supervisor will be found outside your major or outside your academic college. Expect to learn a lot more about the University in your search for a thesis supervisor. Begin early and remain open to unexpected possibilities in the process.

My thesis supervisor is not in my major department. What is my area of honors?

This is an important question and one that should be resolved while you are still in the beginning stages of planning your thesis research. Your honors adviser in your major and the honors adviser in your thesis supervisor’s academic area can also be very helpful resources in answering this question. Finally, you can also consult with the SHC’s associate dean if questions remain.

In cases where your thesis supervisor is in a different academic area than your major, you must ask certain questions to establish your area of honors. For example, some students’ major is their area of honors, and others earn honors in the area represented by the academic area of their thesis supervisor.
Can a graduate student or part-time faculty member be my thesis supervisor?
No.

If I started a research project while on an internship or co-op, can I complete it for my honors thesis?
It may be possible but it is not guaranteed. To do this, you must:

• Find a Penn State faculty member willing to work with you as your thesis supervisor and support the use of the research for your honors thesis.
• Get the honors adviser in the same department to agree that the research project can be an honors thesis project.
• Determine whether you can get the necessary approvals to put the results of your research into a public document.

In particular, if you do internship or co-op work for a government agency or a private company with product or process regulations, it is necessary to carefully learn the rules and restrictions with regard to disclosure of classified and proprietary information before you draft a thesis from your research.

I have two majors. Do I need to earn honors in both majors? Can I combine my work into a single thesis?
You do not need to earn honors in both majors. However, if your honors project spans more than one academic area, you may elect to earn “interdisciplinary honors.” This option is specifically designed for students whose work integrates methods and concepts from two or more fields into a single research effort.

Scholars may also write two separate theses and thereby earn separate honors in each field. Contact the SHC associate dean for further advice on this question.
Can my honors adviser serve as my thesis supervisor?

Yes, but in the cases of honors advisers who serve as thesis supervisors, you must have a second tenure-line faculty member read your thesis. This person is identified as a “faculty reader.”

My honors adviser recommended a wonderful thesis supervisor who is a senior research associate with a Ph.D. but who is not a tenure-line faculty member. May this person serve as my thesis supervisor?

It is possible but it is not guaranteed.

Find out if the potential thesis supervisor is a member of the Graduate Faculty. If so, he or she may also supervise your honors thesis.

If the senior research associate is not a member of the Graduate Faculty, you might consider having thesis co-supervisors. You may still work with the research associate but have a tenure-line faculty member agree to serve as a co-supervisor of the thesis. This co-supervisor serves as a thesis reader in addition to the honors adviser who serves as second reader of your thesis. Your honors adviser cannot serve both in the capacity of co-supervisor and second reader.

Contact the SHC associate dean for further advice on this question.

Can I elect to submit my thesis in paper form?

No. Your thesis is required to be submitted as an electronic (.pdf) file. See the Honors Thesis Submission Guide (shc.psu.edu/students/thesis/submission guide.cfm) for details.
May I be paid and receive academic credit while working on my honors thesis? May I use research conducted outside the University for my honors thesis?

The SHC encourages students to take advantage of a wide variety of research opportunities. Some of these opportunities may be working on a faculty research grant during the summer, some may be on a co-op or internship working for government or private industry, and others may be entirely independent. Students may or may not receive monetary compensation in any of these situations.

The thesis supervisor has discretion whether to permit compensated or non-compensated research conducted in any of these settings to count toward thesis research. In most cases, the Penn State faculty thesis supervisors will need to agree in advance to oversee the project if thesis credit is sought.

In addition, Scholars should have the approval of their honors advisers before commencing these projects. In other words, students ordinarily cannot claim academic work done toward a thesis in retrospect. Academic departments may have additional policies and guidelines; check with the honor adviser in your Area of Honors.

May I graduate with my undergraduate degree then finish my honors thesis in the summer after graduation?

No. To earn an undergraduate diploma that says you have graduated “with honors,” you must complete all your honors requirements before graduation—including the submission of an approved honors thesis. Your honors credential is part of your undergraduate diploma and transcript and, as such, cannot be “added” to these documents after you graduate. If your thesis is not done by the deadline during the semester in which you intend to graduate, you have two choices: graduate without honors or defer your graduation.
Graduation Requirements

At the start of your senior year, be sure to do the following:

• Make sure that you have submitted a Thesis Proposal online at shc.psu.edu/srs (this should have been done by the end of your junior year). The Thesis Proposal form articulates the approved agreement between you and the faculty, so it is critical to have it submitted online and processed by the SHC Student Records office. If you do not submit a Thesis Proposal, you will be dismissed from the Honors College.

If you have made changes in your Area of Honors, the faculty supervising your thesis, or the faculty advising you, you must revise and resubmit your Thesis Proposal online at shc.psu.edu/srs.

• Make sure that you submit Honors Independent Study/Research form(s) if you intend to earn honors credits for any thesis research or writing courses with course numbers of 494 or 496.

• Review your degree audit to ensure that you have met or will meet your 14 honors credits requirement for your junior/senior block.

• Visit the graduation Web page (shc.psu.edu/students/graduation) to:
  — Activate your intent to graduate at the beginning of the appropriate semester.
  — Make sure that both your local and home addresses are up to date so that you receive all Penn State and Schreyer Honors College graduation information. You can update your address at any time via eLion at elion.psu.edu
  — Confirm the thesis submission deadline for your intended semester of graduation.
  — See the date, time, and location of the Medals Ceremony for your intended semester of graduation.
  — Access the Electronic Thesis Submission Guide shc.psu.edu/students/thesis/submissionguide.cfm

Students with questions regarding graduation requirements should contact the SHC’s coordinator of student records.
Graduating in less than four years?

- If you intend to graduate in three years, the Honors College counts back two years from your intended semester of graduation, essentially eliminating your sophomore year and beginning the junior and senior block in the third semester. Scholars are still required to complete a minimum of 14 honors credits in the junior/senior block. While 400-level courses (without the honors suffix) do count as honors credits for students in their first or second year, those 400-level courses do not count toward the junior/senior block if you are graduating in three years.
- There is no change in the graduation requirements for those graduating in three-and-a-half years.

Deferring Graduation for Thesis Completion

If your thesis is not complete by the final thesis submission deadline during the semester in which you intend to graduate, you have two choices: graduate without honors or defer your graduation. Some students choose to defer their undergraduate graduation to the next semester, so they have time to complete their thesis. This can be done without registering for any new courses and without paying any more tuition. To defer, it is very important that you do all three of these things:
1. Contact your academic college to have your name removed from the current graduation list [www.registrar.psu.edu/graduation/college_contacts.cfm](www.registrar.psu.edu/graduation/college_contacts.cfm)

2. Update your intended semester of graduation in the student dashboard on the Student Records System ([shc.psu.edu/srs](shc.psu.edu/srs)).

3. Activate your intent to graduate (for the purposes of graduation only) at the beginning of your new semester of graduation.

You can find specific deadlines on the SHC website: [shc.psu.edu/students/dates.cfm](shc.psu.edu/students/dates.cfm)
Academic Enrichment Opportunities

Mentoring with Honors

Matches current Scholars with Scholar Alumni

The Mentoring with Honors program pairs Schreyer Scholars with Scholar alumni who share career interests. Students gain access to the perspectives of successful Scholar alumni in business, industry, government, education, and the nonprofit sector. Mentoring relationships typically focus on academic interests, career advice, and graduate school programs. Applications are accepted throughout the year by the SHC’s Career Development office with matches typically made within several weeks.

shc.psu.edu/students/programs/mentoring/honors.cfm

Society of Distinguished Alumni Mentoring Program

Matches current Scholars with members of Penn State's Society of Distinguished Alumni

Penn State’s Distinguished Alumni Award is the highest honor the University bestows on its graduates with fewer than 10 alumni recognized each year with this award. Through a partnership between the Honors College and the Society of Distinguished Alumni, this mentoring program matches selected Schreyer Scholars with a Society member who has been an influential leader in business, industry,
The Distinguished Honors Faculty program provides opportunities for Schreyer Scholars to have in-depth discussions with renowned faculty members in a non-classroom setting. Faculty members are drawn from different disciplines and engage students in various program formats. For example, one night a group of Scholars might be eating dinner with a faculty member in downtown State College and a week later another group of Scholars might be accompanying a faculty member to Washington, D.C., to meet with policy makers. Announcements of upcoming programs are made on a special monthly listserv.

shc.psu.edu/faculty/dhf

Leadership Assessment Center

Schreyer Scholars have an opportunity to participate in a day-long work simulation that evaluates each individual participant’s leadership strengths and identifies areas for further development. The Leadership Assessment Center is modeled after programs used by business and industry to groom rising talent within their organizations. Scholars complete a self-evaluation prior to the assessment day, during which time they work through a business case study while being observed by trained assessors, typically
workforce professionals and Scholar alumni volunteers. After the day’s work, each student’s performance is reviewed and a development plan is created to improve skills in key leadership competencies.

sch.psu.edu/alumni/lac

Supplemental Travel and Research Support

SCHREYER AMBASSADOR TRAVEL GRANT

The Schreyer Ambassador Travel Grant Program has provided support to more than 2,000 Schreyer Scholars since its creation in 1997. Our goal is to provide financial support to all Scholars in good standing going abroad for study, research, internship/co-op, or service. Complete information about these grants are available on the application itself, which can be found on the SHC Student Records System at sch.psu.edu/srs/forms/travelgrant_form.cfm.

Because our budgets are limited, we cannot guarantee specific funding levels—in other words, we will make the funding fit the budget, which is determined by semester (fall, spring, summer) so as to guarantee equal access for Scholars throughout the year. While our goal is to fully fund all requests according to the amounts listed by destination and program duration on the back of the SATG application, we reserve the right to fund at lower levels, across the board, to keep within the program’s budget.

The program has strict deadlines. Applications received after the deadlines may not be funded.

Scholars must pursue all available avenues for funding their international education, including their academic department and college, other Penn State offices (as appropriate),

Study abroad program options:
- semester-length
- year-long
- summer (4- to 9-weeks)
- “embedded” 1- to 3-week experiences within a specific course

For more information on Penn State-affiliated study abroad program, visit the University Office of Global Programs, Boucke Building, and online at www.international.psu.edu

For more information on non-PSU-related programs, visit www.studyabroad.com
For study abroad:

- Start by discussing your interest with your honors adviser.
- Talk about it as early as possible because pre-departure course selection may be influenced by your study abroad goals.
- Meet the application deadlines set by the University Office of Global Programs for PSU-related programs.

Deadlines for PSU-related programs
(subject to change by the University Office of Global Programs):

- **December 1** for the following fall and full-year programs
- **April 1** for the following spring
- **Mid-March** for the upcoming summer

For internship or co-ops abroad: Start with your college or department’s internship coordinator

For research or service abroad: Start with your honors adviser or the SHC’s coordinator of international programs

Applicants must be Scholars in good standing at the time of application and for the entire period of proposed travel. If you are on warning (for example, for GPA reasons) at the time of your application, you may apply but we reserve the right to withhold or delay funding, in accordance with this policy.

Deadlines for Schreyer Ambassador Travel Grant Applications
(subject to change by the Schreyer Honors College —see page 23)

- **August 1** For fall and full-year travel
- **November 1** For spring travel
- **April 1** For summer travel

INTERNATIONAL THESIS RESEARCH GRANT

For Scholars proposing long-term research abroad toward the honors thesis, the International Thesis Research Grant is a competitive grant program offering the possibility of support in the $2,000-4,000 range for selected projects. Information about this program is published in January of each year, with a late-February application deadline and the expectation of research abroad during the summer before the final year of study. This program is made possible through a generous gift by Dr. Howard Kulin.
THESIS RESEARCH GRANT

The Thesis Research Grant is a long-established SHC program that provides up to $300 in support for documented and receipted thesis-related expenses, including presentation expenses for performance theses. The SHC will fund one-third of your expenses up to that amount, in the hope that your department and college will contribute toward the other two thirds; however, we cannot guarantee their funding shares. If you are doing your thesis research in an area outside of your major college, it is unlikely that your major college will be willing to fund your research. In such instances, it may be possible to get support from the department where your thesis supervisor is a faculty member.

The thesis research grant form is always available in our office or online at schc.psu.edu/srs/pdfs/thesis_research.pdf; it is currently a rolling application process with no deadlines.

SUMMER INTERNSHIP/RESEARCH GRANTS

Each spring, the Schreyer Honors College annually awards more than $75,000 to assist Scholars who have accepted an unpaid internship or research opportunity for the upcoming summer. Applications are made during the spring semester with notification of awards made before the end of the semester.
Important Deadlines

Fall Semester

- Mid-September: Priority registration for the spring semester
- Mid-September: Academic Plans for new Scholars due day prior to priority registration
- End of third week: Honors Option forms due
- End of fifth week: Integrated Undergraduate/Graduate Program applications due for third-, fourth-, and fifth-semester Scholars
- End of sixth week: Honors Independent Study forms due
- Mid-October: Thesis proposals due for Phi Beta Kappa awards
- Beginning of the 11th week: Mandatory Thesis Format Review for fall graduating seniors
- Approximately the Monday two weeks before the last week of classes: Theses due for fall graduating seniors
- Last day of finals week: Medals Ceremony (confirm time and location on SHC website)
Spring Semester

- End of January: Honors Option forms due
- First week of February: Entries for the Undergraduate Exhibition due
- End of fifth week: Integrated Undergraduate/Graduate Program applications due for third-, fourth-, and fifth-semester Scholars
- End of sixth week: Honors Independent Study forms due
- First week of March: Academic Plans due for all continuing Scholars day prior to priority registration
- First week of March: Priority registration for the fall semester
- Beginning of the 11th week: Mandatory Thesis Format Review for spring graduating seniors
- April: Undergraduate Research Exhibition
- Approximately the Monday 3 weeks before the last week of classes: Theses due for spring graduating seniors
- Beginning of May: Thesis Proposals due for juniors
- Friday before graduation weekend: Medals Ceremony (confirm time and location on SHC website)

How do I learn the specific deadline for the submission of a form or document to the SHC?

You will see this information on your student dashboard when you log into the SHC online forms system. Check the following links on the SHC Website to look up important deadlines:

- for form submission deadlines for upcoming semesters: [shc.psu.edu/students/dates.cfm](http://shc.psu.edu/students/dates.cfm)
- for the Schreyer Ambassador Travel Grants application deadlines for upcoming travel: [shc.psu.edu/students/funding/travelgrants.cfm](http://shc.psu.edu/students/funding/travelgrants.cfm)

The SHC student listserv will alert Scholars to specific upcoming deadlines for various forms.
Annual Guides and Checklists

The checklists below may be useful in helping you manage your academic record. You will want to periodically check that forms have been submitted and approved on time, that your coursework has been accurately recorded, and that personal information is up to date. Annual Guides to keep you on track in meeting your honors requirements follow on subsequent pages.

TASKS TO COMPLETE EACH SEMESTER

☐ Check the SHC online Student Records System (shc.psu.edu/srs) to confirm that all necessary SHC documents (Academic Plan, Honors Option/Independent Study forms, Thesis Proposal, Schreyer Ambassador Travel Grant Application, etc.) have been completed (submitted and approved) on time.

☐ Review your degree audit (on eLion) to ensure that all of your honors credits are recorded and identified properly. This is especially important if you have filed Honors Option or Honors Independent Study forms.

☐ Confirm that your semester GPA is correct. Sometimes students receive a deferred grade, an “R” grade, or an “NG” (no grade) if work in a particular class will continue into the next semester. Please be aware that students typically only have six weeks into the next semester to complete work for a deferred grade. If a grade has not been assigned by that time, that grade may turn to an “F.” It is very important to make sure that all grades have been assigned correctly.

TO DO AS NEEDED

☐ Notify the Schreyer Honors College office if you plan to take a leave of absence, study abroad, or participate in an off-campus co-op or internship activity.

☐ Make sure that both your local and home addresses are up-to-date. You can update this information at any time via eLion.
First-Year Scholars Guide

FIRST-YEAR ACADEMIC REQUIREMENTS

Requirements for remaining in good standing and retaining benefits of the SHC:

A. Enroll in and pass English 030 or LA 101H during your first year. English 030 counts as an honors course. Students who are not native speakers of English may have this requirement modified based on formal evaluation results.

B. Maintain a semester GPA of at least 3.40 and a cumulative GPA of at least 3.40.

C. Submit, on time, your adviser-approved Academic Plans. Your first-year Academic Plan is due the day before Priority Registration begins during the Fall semester. Your Academic Plan for your sophomore year is due in the spring semester of your first year.

D. Complete at least 3 honors courses during this academic year (fall/spring/summer) for a minimum of 9 honors credits. If you take 4 honors courses for 12 honors credits during your first year, you would only need to take 2 honors courses for 6 credits during your sophomore year to fulfill the first-year/sophomore block cumulative honors course and credits requirement.

To Do’s:

- Meet with your adviser
- Familiarize yourself with your academic requirements
- Locate and register for your classes during Priority Registration
- Get your Academic Plan approved
- Consider finding a mentor
- Start considering international study

First Year is the term used for your first two full-time semesters at Penn State.
**Sophomore Year Academic Requirements**

**Requirements for remaining in good standing and retaining benefits of the SHC:**

A. Maintain both semester and cumulative GPAs of at least 3.40.

B. The adviser-approved Academic Plan for all sophomores for your junior year is due in the spring semester of the sophomore year.

   *For sophomore Gateway Scholars: Sophomore entrants to the SHC must file an Academic Plan the day before Priority Registration during the Fall semester.*

C. Complete a four-semester total of 6 honors courses for a cumulative total of 18 honors credits (counting honors courses taken in the first year). Remember: You can count all honors courses taken during your first four semesters as a Schreyer Scholar, including English 030 or LA 101H. For instance, if you took 4 honors courses for 12 honors credits during your first year, you would only need to take 2 honors courses for 6 credits during your sophomore year to fulfill the cumulative honors course and credits requirement.

   *For sophomore Gateway Scholars: Complete at least 3 honors courses for 9 or more credits during this year. Note: Honors courses taken prior to your semester of admission to the SHC will not count toward your honors requirements.*

D. Start planning for your thesis. Your Thesis Proposal must be approved by the faculty thesis supervisor and the appropriate honors adviser. It is required to be submitted one year prior to your intended graduation.

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**To Do's:**

- Familiarize yourself with your academic requirements
- Locate and register for your classes during Priority Registration
- Get your Academic Plan approved
- Get involved with the mentoring programs
- If planning to go abroad, file all necessary paperwork
- Begin thinking about your honors thesis

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*The First-Year/Sophomore Block is represented by your first four full-time semesters at Penn State.*
Junior Scholars Guide

JUNIOR YEAR ACADEMIC REQUIREMENTS

Requirements for remaining in good standing and retaining benefits of the SHC:

A. Maintain a semester and cumulative GPA of at least 3.40.

B. The adviser-approved Academic Plan for all juniors for your senior year is due in the spring semester of the junior year.

For junior Gateway entrants: Junior entrants to the SHC must file an Academic Plan one day prior to the start of Priority Registration during the fall semester.

C. Begin the completion of at least 14 honors credits required during the junior/senior block.

D. Submit a Thesis Proposal, approved online by your faculty thesis supervisor and the appropriate honors adviser, one year prior to your intended semester of graduation.

To Do’s:

- Familiarize yourself with your academic requirements
- Locate and register for your classes during Priority Registration
- Get your Academic Plan approved
- Get involved with the mentoring programs
- If planning to go abroad, file all necessary paperwork
- Begin planning and conducting your thesis research
- Prepare your Thesis Proposal

The Junior/Senior Block begins at the start of your fifth full-time semester at PSU and ends with the semester in which you graduate.
Senior Scholars Guide

SENIOR YEAR ACADEMIC REQUIREMENTS

Requirements for remaining in good standing and retaining benefits of the SHC:

A. Maintain a semester and cumulative GPA of at least 3.40.

B. File a new Academic Plan in April, for your fifth year, if you do not intend to graduate after your eighth semester.

C. Submit an up-to-date Thesis Proposal approved online by your thesis supervisor and the appropriate honors adviser.

D. Complete at least 14 honors credits during the junior/senior block.

NOTE:
Additional honors credits are not required if your junior/senior block lasts longer than two years.

NOTE:
If you plan to graduate in less than four years, see details on page 38.

E. Submit completed honors thesis, with original signatures of all readers, by the deadline during your graduation semester. Refer to the Electronic Thesis Submission Guide for details shc.psu.edu/students/thesis/submissionguide.cfm.

To Do’s:
- Locate and register for your classes during Priority Registration
- Submit your Academic Plan
- Familiarize yourself with your academic requirements
- Begin/continue conducting your Thesis Research
- If planning to go abroad, file all necessary paperwork
- Get involved with the mentoring programs
- Be sure you meet all graduation requirements

The Junior/Senior Block begins at the start of your fifth full-time semester at PSU and ends with the semester in which you graduate.
Glossary

**Academic Excellence Scholarship (AES)** — a scholarship awarded to all incoming First-Year students in the Schreyer Honors College; it will be renewed for eight full-time semesters contingent on continued enrollment in the Schreyer Honors College.

**Academic Integrity** — the pursuit of scholarly activity in an open, honest, and responsible manner, including a commitment to not engage in or tolerate acts of falsification, misrepresentation or deception; any Scholar who is found to have committed an act of academic dishonesty may be subject to immediate dismissal from the Schreyer Honors College.

**Academic Requirements** — course and credit obligations, minimum GPAs, timely form submissions, and thesis work that must be completed in order to graduate from the Schreyer Honors College.

**Academic Plan** — a yearly academic plan submitted to the Schreyer Honors College, identifying issues, plans, and courses that a student plans to take; it is designed to capture the information passed between student and honors adviser when discussing and organizing a challenging and comprehensive program of study.

**Area of Honors** — the academic area in which a Scholar writes his or her thesis; this often also includes the bulk of the student's upper-level coursework; a Scholar’s area of honors can be described by a Penn State major, minor, or graduate degree.

**Cumulative GPA** — the average grade point average for a student over the course of his or her career at Penn State.

**Degree Audit** — a cumulative review of the courses taken to ensure that degree and General Education requirements are being met.

**Dismissal** — mandatory removal from the Schreyer Honors College due to failure to meet Schreyer Honors College academic requirements.

**Education Abroad** — an international experience in the form of study, service, research, or internship.

**English 30** — a three-credit course in Honors First-Year English Composition that meets one of the SHC's academic requirements; all incoming first-year Scholars must take English 30 or LA 101H in their first year at Penn State.
First-year/Sophomore Block—a time period represented by the Scholar’s first four full-time semesters

Full-time Semester—a semester in which a student is scheduled for 12 or more Penn State credits

Gateway Scholars—Scholars who are accepted into the Honors College for the beginning of their sophomore or junior year

Good Standing—the maintenance of both semester and cumulative grade point averages of at least a 3.4 (B+) and the timely completion of honors credit and course requirements, and the timely submission of all required forms.

Honors Adviser—a specially trained faculty member assigned by the major department to advise Scholars; this adviser typically advises only Scholars and can also assist with longer-term planning and special opportunities

Honors Audit—a review of a Scholar’s Academic Plan to ensure that all honors course requirements are being met in order to maintain good academic standing and graduate with honors

Honors Course—a course designed to provide a rigorous examination of the subject matter, to engage the student fully in active scholarship, and to provide a stimulating atmosphere in which to work; devised primarily for honors students

Honors Credits—course credits that fulfill honors requirements

Honors Independent Study/Research—individual inquiry, study, or research on a topic that a Scholar has acquired some background; typically registered as honors credits

Honors Option—an option that permits a Scholar enrolled in a regular University course to work with the professor to adjust the course assignments to make it an honors experience and to receive honors credit

Integrated Undergraduate/Graduate Program (IUG)—provides selected Scholars with the opportunity to combine undergraduate and graduate courses into a continuous program with dual undergraduate and graduate enrollment towards the completion of a master’s degree along with the baccalaureate degree

International Thesis Research Grant—a competitive program that offers the transportation funding of the Schreyer Ambassador Travel Grant, plus other expenses (room and board, research costs, etc.) up to $2,000-$4,000 for selected Scholars who wish to pursue full-time thesis research abroad for a period of at least six weeks

Internships & Co-ops—professional experiences in either part-time or full-time positions, typically off-campus

Junior/Senior Block—the time period between the beginning of the 5th semester and the end of the semester of graduation

LA 101H—Liberal Arts 101H: Rhetoric and Civic Life is a four-credit honors course that fulfills the English 30 honors course requirement and the CAS 100 general education requirement
**Priority Registration**—a privilege that allows Scholars to schedule courses before other Penn State students

**Schreyer Ambassador Travel Grant**—a grant program for study, research, service, or internships abroad, offering grants of $300 to $1,500 according to destination and duration of the program

**Semester GPA**—the grade point average earned by a student in a single semester

**Semester Standing**—a number based on the number of credits earned by a student, often used to determine student privileges in academic colleges

**Study Abroad**—earning college credit as a student outside the United States

**Substitution**—a course approved to replace a required course that meets the intent and spirit of the General Education or major requirements, subject to restrictions according to Penn State University Faculty Senate policy

**Thesis**—a document describing a major piece of original research or scholarly accomplishment rendered in publishable form; in some majors, the thesis describes a piece of original creative work and is required of all Scholars

**Thesis Proposal**—a report that declares a student’s intended semester of graduation, as well as notifies the Honors College’s Student Records office about the student’s intended area of honors and thesis/research supervisor and honors adviser

**Thesis Research**—experiments conducted or evidence found by a Scholar to support a thesis

**Thesis Supervisor**—a full-time, tenured or tenure-line faculty member who agrees to oversee a Scholar’s thesis work

**Thesis Supervisor’s Program Area**—the “program area” can be a minor program, a major department, or a graduate program in the Penn State department/school/division where a thesis supervisor works; if more than one is possible, select the one that comes closest to that professor’s expert credentials

**Waiver**—a requirement that is waived by a faculty member within a major, subject to restrictions according to Penn State’s University Faculty Senate policy

**Warning Status**—a designation that removes a Scholar from good standing in the Schreyer Honors College; warning status may be initiated due to academic deficiencies or a failure to comply with required SHC processes. Scholars who remain out of compliance with Schreyer Honors College requirements after being placed in warning status may jeopardize their SHC privileges, scholarship, and/or membership in the Schreyer Honors College

**Withdrawal**—voluntary self-removal from the Schreyer Honors College
# SHC Administrative Directory

## Academic Affairs and Administration

**Dean**
Dr. Christian M. M. Brady, cbrady@psu.edu

**Lisa Mellott**
administrative assistant to the Dean
llk3@psu.edu

**Associate Dean**
Dr. Arun Upeja
axu4@psu.edu

**Lynne O’Cain**
administrative assistant to the Associate Dean
lmo11@psu.edu

## Administrative Operations

**Dr. Michele “Mitch” Kirsch**
director
msk11@psu.edu

**Lisa Mellott**
administrative assistant
llk3@psu.edu

## Admissions

**Dr. Richard Stoller**
coordinator
rjs27@psu.edu

**Jenny Blew**
administrative support assistant
jcb28@psu.edu

## Business Manager

**Corinna Bressler**
cxz7@psu.edu

## Career Development

**Lisa Kerchinski**
coordinator
esk10@psu.edu

**Jenny Blew**
administrative support assistant
jcb28@psu.edu

## Development and Alumni Relations

**Robert Hardin**
coordinator
rhh1@psu.edu

**Debra Rogers**
administrative support assistant
djr255@psu.edu

**Kimberly Mariani**
director
kxm82@psu.edu

**Mimi Forroux**
associate director
maf3@psu.edu

**Tammy Williams**
development and alumni specialist
tawilliams@psu.edu

**Corinna Bressler**
stewardship coordinator
cxz7@psu.edu

**Ashlee Klinger**
administrative support assistant
ank2@psu.edu

## College Relations

**Chris Arbutina**
coordinator
caa1@psu.edu

**Lisa Breon**
administrative support assistant
lkb17@psu.edu

## Information Technology

**Tom Weber**
manager
thw@psu.edu

**Dan Hansel**
IT consultant
dth139@psu.edu

**Beth Smith**
web programmer
mts13@psu.edu

## International Programs

**Dr. Richard Stoller**
coordinator
rjs27@psu.edu

**Jenny Blew**
administrative support assistant
jcb28@psu.edu

## Student Records

**Roberta Hardin**
coordinator
rhh1@psu.edu

**Debra Rogers**
administrative support assistant
djr255@psu.edu

## Student Programming

**Donna Meyer**
coordinator
dlh15@psu.edu

**Rosanna Mersinger**
administrative support assistant
rlm29@psu.edu
SCHREYER HONORS
COLLEGE OFFICES:

Dean’s Office
C-101 Atherton Hall
814-865-2631

Associate Dean/Student Programs
C-4 Atherton Hall
814-865-4257 (Associate Dean)
814-864-3646 (Student Programs)

Admissions/Career Development/
International Programs
C-101 Atherton Hall
814-865-2060

Advancement/Finance/Student Records
C-5 Atherton Hall
814-865-4258 (Advancement, Finance)
814-867-2505 (Student Records)

College Relations
C-7 Atherton Hall
814-863-4560

Information Technology
C-11 Atherton Hall
814-863-4525

EMAIL ADDRESSES:

General
scholars@psu.edu

Student Records
SHCRecords@psu.edu

This publication is available in alternative media on request.

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