

SCHREYER  

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HONORS COLLEGE

By the Book

THE SCHREYER HONORS COLLEGE  
STUDENT HANDBOOK

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2014-2015 ACADEMIC YEAR

PENNSTATE



# By the Book

## THE SCHREYER HONORS COLLEGE STUDENT HANDBOOK

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**D**uring your time in the Schreyer Honors College, you will be afforded tremendous opportunities—to study abroad; to participate in internships with leading organizations in business, government, and social services; and to apply for prestigious scholarships and fellowships to advance your academic pursuits.

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 navigate from your first semester in the college to the Medals Ceremony when you complete your degree requirements and graduate with honors.

As a companion to the SHC website ([shc.psu.edu](http://shc.psu.edu)) and the college's online Student Records System ([shc.psu.edu/srs](http://shc.psu.edu/srs)), this handbook will 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 46).

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 make your time at Penn State and in the Schreyer Honors College a success.

# 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.

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.

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## 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

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## 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:

Senate Policy 49-20  
[www.psu.edu/ufs/  
policies/separate\\_  
policy/49-20.htm](http://www.psu.edu/ufs/policies/separate_policy/49-20.htm)

*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.*

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

## SOCIAL AND PERSONAL RESPONSIBILITY

As described in the Penn State Principles:

*To contact members of the SHC staff, see the University Park directory information on page 46.*

*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 Penn State's Student Code of Conduct ([studentaffairs.psu.edu/judicial/codeofconduct/](http://studentaffairs.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 Schreyer Honors College.

▶ **Penn State Principles**  
[www.psu.edu/ur/principles.html](http://www.psu.edu/ur/principles.html)

# Grade Point Average Requirement

## SCHREYER HONORS COLLEGE GRADE POINT AVERAGE POLICY

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.

*If you are placed in warning status, you have only one semester to get your semester and cumulative grade point averages back to 3.40. If you are "on warning," you should consider carefully the number of credits you schedule and which non-academic commitments you should remain involved with.*

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.

Students on Academic Warning will continue receiving honors scholarships, including the Academic Excellence Scholarship, but will not be eligible for grants and may not represent the SHC in mentoring or recruitment events.

C. Scholars on warning status must maintain **both** a *semester* and *cumulative* GPA of at least a 3.40 (based on 12 or more credits) 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 and any other honors scholarships being received, 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.



# 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.

*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.*

Students who fail to meet the Honors College requirements in this handbook, 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 requirements by specified due dates. All Schreyer Honors College notations will be removed from the transcript if a student is dismissed from the college.

All Scholars have the right to appeal their dismissal by writing a letter to the Schreyer Honors College's dean explaining your situation. For more information, contact the SHC's associate dean for Academic Affairs.

# Academic Requirements: From A to T

## (From Academic Plan to Thesis)

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### 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 prompts you 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” rather than promise. 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](http://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](http://shc.psu.edu/srs)).

**Q. What do I do about my Academic Plan if I will be away when it is due?**

**A.** You are still required to submit your Academic Plan while you are away from campus through the college's online Student Records System.

**DUE DATES:**

Due dates will be announced in the SHC student Listserv, listed on the SHC website, and posted on your Student Records System dashboard. Also be sure to watch for reminder emails from the Coordinator of Student Records.

*In addition to the Academic Plan, Scholars are encouraged to update an Activities Report annually. The Activities Report tracks extracurricular involvement, leadership positions, awards, and other recognition.*

- **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 by the posted deadline. Failure to submit may be grounds for dismissal.**
- All **continuing Scholars** submit an Academic Plan for the upcoming academic year in the spring. **It must be submitted by the posted deadline.**

**PLAN REQUIREMENTS:**

- Timely submission of the Academic Plan is required for continued good standing in the Schreyer Honors College.
- Your Academic Plan must be approved by your faculty honors adviser. In the cases of Scholars at Commonwealth campuses, the Academic Plan must be approved by the faculty honors adviser or the campus honors coordinator assigned to approve your honors forms.
- Your plan is not considered complete until it is approved by the honors adviser.

# 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.

*A comprehensive list of honors advisers is available on the SHC website in the Current Students section:*  
**[shc.psu.edu/academic/resources/advising.cfm](http://shc.psu.edu/academic/resources/advising.cfm)**

The SHC Student Records System (SRS) identifies your honors adviser. In some cases, you may have a different adviser listed on eLion for general (non-SHC) advising purposes.

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 15) and Honors Independent Study (see page 16) work prior to you being able to receive honors credit for that work. Honors Option and Honors Independent Study/Research forms must be approved by your honors adviser.
- 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 22). 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.
- All honors adviser decisions about exceptions, waivers and substitutions are subject to the review of your academic college when they enter these exceptions on your degree audit.

## 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](http://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. To determine whether it might be possible to change your honors adviser, consult the listing at [shc.psu.edu/academic/resources/advising.cfm](http://shc.psu.edu/academic/resources/advising.cfm). 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 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.

*NOTE: The SHC does not assign advisers, but SHC staff may be able to help if you encounter difficulty with the above instructions.*

## 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/academic/resources/advising.cfm](http://shc.psu.edu/academic/resources/advising.cfm). If this list does not include an adviser in the area you are looking for, contact the SHC’s advising coordinator.

# 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 [handbook.psu.edu](http://handbook.psu.edu) under “Semester Classification.”

## 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 is available to Scholars who enter as first-year students for eight full-time semesters. Also, even if a Scholar has fifth-semester standing (or higher) during the first four full-time semesters, a 400-level course will still count toward sophomore honors requirement. (See page 17/Advanced-Level Courses and page 30 if you plan to graduate in less than four years.)

You are welcome to discuss the timing of your specific SHC requirements and privileges with the SHC's coordinator of student records.

# Meeting Your Honors Course and Credit Requirements

## Honors Credit Requirements

- 21 credits First-Year/  
Sophomore Block  
*Recommended split is 12 credits in the first year followed by 9 credits in the sophomore year*
- 14 credits Junior/Senior Block

## Requirements to Graduate with Honors

- 21 credits First-Year/  
Sophomore Block
- 14 credits Junior-Senior Block
- 3.40 GPA
- *approved and submitted thesis*

## 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 for Academic Affairs to get appropriate requirement variances approved. Contact the office of the SHC's associate dean for Academic Affairs if you have questions concerning your honors credits.*

## 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.

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 17-18).

A passing quality grade of 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 “Pass/Fail” 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. To supervise an Honors Option, a course instructor must hold a professorial appointment (anything with “professor” in the title, according to the Penn State Directory), or be a member of the Graduate Faculty, or be approved by the SHC via an online CV submission. Instructors requiring SHC review will receive an appropriate email upon student submission

*A general description of honors courses can be found on the SHC website at: [shc.psu.edu/academic/courses/courses.cfm](http://shc.psu.edu/academic/courses/courses.cfm)*

*The decision to permit an honors option always rests with the instructor, subject to the permission of the honors adviser.*



of the Honors Option proposal. Graduate students cannot be approved as Honors Option supervisors. *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. All Honors Option forms will be due at the end of the regular drop/add period. This form and deadlines can be found online at [shc.psu.edu/srs](http://shc.psu.edu/srs).

*A general description of an Honors Option can be found on the SHC website:*

**[shc.psu.edu/academic/courses/option.cfm](http://shc.psu.edu/academic/courses/option.cfm)**

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. Some departments may have lower limits.

To schedule Honors Independent Study or honors research, you *must*:

- Secure a member of the regular faculty to supervise your

**Looking for Honors  
Research Projects?**

Visit the Research  
Opportunities Databases  
at **undergradresearch.  
psu.edu**

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 at the end of the regular drop/add period 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.
- For upper division students graduate courses (500-level) may be counted toward honors credit requirements.
- Students pursuing an Integrated Undergraduate-Graduate (IUG) degree may only apply a maximum of twelve 500-level credits toward their honors credit requirements.

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

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

## 5. INTERNATIONAL STUDY OR RESEARCH

*Waived credits must appear on your degree audit. If they are not on the audit by the following semester, please contact Student Records (SHCRecords@psu.edu).*

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 education, 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, print and return the Enhanced Credit Waiver form, which can be found the Student Records System ([shc.psu.edu/srs](http://shc.psu.edu/srs)) under "Forms/Links" to the coordinator of academic advising.

You may not receive both honors credit and the waiver for a single international experience. For Scholars who take graded 400-level courses abroad through Penn State, a maximum of 6 credits may be applied towards the lower-division honors credit requirement.

The Schreyer Honors College offers its own international programs based on honors courses. Timely notices about these special programs appear on the SHC Listserv. Other honors courses include international travel as a requirement or option. These H-courses cannot receive an additional credit waiver. 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.

## **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.

*NOTE: Not all graduate programs permit or recommend IUG Master's degrees; check with the graduate program office before making extensive plans.*

*IUG guidelines are available online at [shc.psu.edu/academic/resources/iug.cfm](http://shc.psu.edu/academic/resources/iug.cfm)*

### **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, where appropriate, to write a single thesis at the Masters level.

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.

While the IUG has many advantages, it isn't for everyone. See your graduate department to explore your options.

## **SCHREYER HONORS COLLEGE/ PENN STATE COLLEGE OF MEDICINE PARTNERSHIP PROGRAMS**

Scholars planning to attend medical school may put their decision on a fast track by choosing to pursue one of two partnership programs established between the Schreyer Honors College and the Penn State College of Medicine.

### **Early Assurance Program**

The Early Assurance Program selects up to five Schreyer Scholars annually, offering the successful applicants an early assurance of admission into the College of Medicine. The early assurance decision secures for the Scholar a spot in the medical school's incoming class in the fall after the Scholar's spring graduation.

Application is made during the spring semester of a Scholar's sophomore year. Upon review by the Schreyer Honors College Selection Committee and the College of Medicine's Admissions Committee, finalists are interviewed during the summer, and early assurance admissions decisions are made by early August, prior to the start of the Scholar's junior year.

### **M.D./Ph.D. Program Internships**

Scholars interested in pursuing academic medicine and research may apply for this summer internship, which introduces students to the Penn State College of Medicine M.D./Ph.D. Program. The College of Medicine's joint-degree program brings together clinical science knowledge with biomedical research. Rising sophomores are eligible to apply for this summer internship and may be eligible for continuing this internship the following year during the summer prior to the start of their junior year. The internship includes a \$4,000 stipend each summer for 2013-2014.

Based upon successful completion of the two internships prior to the start of a Scholar's junior year, the College of Medicine may award an intern spot in its M.D./Ph.D. Program upon successful graduation from the Schreyer Honors College. The program provides a stipend both in graduate and medical school. The joint-degree program typically is completed over a seven- to eight-year period.

*Also, an early assurance program is also available under an agreement with the University of Pennsylvania School of Veterinary Medicine. See the associate dean for Academic Affairs for details on this program.*

Both programs provide selected Scholars with enrichment experiences during their final two years of undergraduate study. Opportunities to participate in clinical observation, job shadowing, and laboratory research with College of Medicine faculty members at Hershey Medical Center gives participants exposure to fundamental aspects of careers in medicine and medical research.

For information on the application and selection process for either program, contact the coordinator academic advising.

# 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 *not* allow the waiver of the intent of the General Education and major requirements. It also does *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, subject to the approval of the Scholar's academic college. 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.

All honors courses at the University can be searched using the Penn State Schedule of Courses. For instructions on how to find honors course offerings, visit [shc.psu.edu/academic/courses/offered.cfm](https://shc.psu.edu/academic/courses/offered.cfm).

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.



# The Honors Thesis

*If you have questions about your honors thesis or your thesis requirements, talk to your honors adviser or contact the SHC's advising coordinator.*

## 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/academic/thesis/project.cfm](http://shc.psu.edu/academic/thesis/project.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/academic/thesis/submission.cfm](http://shc.psu.edu/academic/thesis/submission.cfm)

## Finding Honors Theses in the Libraries

To find information about honors theses catalogued in Penn State's libraries, go to "The Cat" website at [cat.libraries.psu.edu/uhtbin/guestcat.exe](http://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](http://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/academic/resources/dates.cfm](http://shc.psu.edu/academic/resources/dates.cfm) as well as on your SRS dashboard.

Check [shc.psu.edu/academic/resources/graduation.cfm](http://shc.psu.edu/academic/resources/graduation.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. Deferring graduation after the deadline requires a successful appeal of the dismissal (see page 30).

## 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.

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## Requirements

Because of the connection between the Area of Honors and the student's honors thesis, the honors adviser 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

*Scholars entering through the Gateway (including Paterno Fellows) should refer to their initial offer of entrance to the SHC for any additional conditions.*

*Several departments—for instance, English, history, psychology, and nursing—have special honors course requirements that must be fulfilled by any student seeking to earn honors and complete a thesis in those academic disciplines.*

*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.*

**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.**

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

**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 out if you will be able to meet the requirements.**

**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.**

**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.**

## THESIS PROPOSAL

***All students, including IUG students, must complete the Thesis Proposal one year prior to graduation.***

***Failure to submit a Thesis Proposal on time is cause for dismissal from the college.***

*See the online Thesis Guide for examples. Contact the Student Records Coordinator with any questions.*

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](http://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 thesis 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 (second reader) from your Area of Honors.
- If you plan to earn “interdisciplinary honors,” three or more people must read your thesis: 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, you must find a second eligible faculty reader from that Area of Honors.
- You can only earn honors in a subject named in 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 students work with a faculty member to develop an individually tailored undergraduate major. Any exceptions must be approved by the SHC’s associate dean for Academic Affairs.

***If you plan to study abroad, take a leave of absence, or participate in an internship or co-op experience, 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](http://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.
- Every thesis must be read and approved by a Thesis Supervisor (TS) and an Honors Adviser (HA). The only time a “reader” comes into play is if the Thesis Supervisor and Honors Adviser are the same person. In this case, another faculty member in that discipline, called a Faculty Reader (FR) must read and approve the thesis.

## DEFINITIONS

**Thesis Supervisor**—a faculty member who the student works closely with during their thesis work (research, labs, etc.).

**Honors Adviser**—a faculty member who oversees thesis work and confirms it is indeed honors work in their area of expertise.

**Faculty Reader**—a faculty member in the same discipline who reads a thesis if the Thesis Supervisor and Honors Adviser are the same person.

# 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](http://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](http://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/academic/resources/graduation.cfm](http://shc.psu.edu/academic/resources/graduation.cfm)) 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](http://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/academic/thesis/submission.cfm](http://shc.psu.edu/academic/thesis/submission.cfm)

*Students with questions regarding graduation requirements should contact the SHC's coordinator of student records.*

*Watch your email for important information regarding your thesis submission, your intent to graduate, and the Medals Ceremony.*

### **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.

Contact the Student Records Coordinator with any questions.

## **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](http://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](http://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/academic/resources/dates.cfm](http://shc.psu.edu/academic/resources/dates.cfm)**



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

- *Make sure your Academic Plan reflects this interruption.*
- *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. To re-activate your AES after an interruption of your resident study, send an email to the SHC's business manager.*

## Academic Excellence Scholarship

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

1. As long as you remain in **good academic standing** in the Schreyer Honors College and meet the requirements outlined for each year, the AES is renewed for a total of eight semesters. Scholars in good academic standing, who start and remain in required five-year programs (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 for Academic Affairs.
  
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 Schreyer Honors College's associate dean for Student Affairs.

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# Academic Enrichment Opportunities

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## Mentoring with Honors

*Matches current Scholars with Scholar Alumni*

The Mentoring with Honors program pairs Schreyer Scholars with Scholar alumni who share their 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 in the fall by the SHC's Career Development office.

▷ [shc.psu.edu/life/career/mentoring.cfm](http://shc.psu.edu/life/career/mentoring.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,

science, academia, law, media, or public service. Mentoring relationships are a one-year commitment but may be renewed based upon mutual agreement by the mentor and protégé. This program is run through the Honors College's Student Programs office.

▷ [shc.psu.edu/life/career/mentoring.cfm](http://shc.psu.edu/life/career/mentoring.cfm)

## Distinguished Honors Faculty Program

*Brings together Schreyer Scholars with some of Penn State's most dynamic, engaging faculty*

***The expectation is that all incoming Scholars will attend at least one DHFP event during their first year in the College.***

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/academic/courses/dhfp.cfm](http://shc.psu.edu/academic/courses/dhfp.cfm)

## Leadership Assessment Center

*Offers Schreyer Scholars a real-world skill assessment used in business and industry*

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.

▷ [shc.psu.edu/life/career/lac.cfm](http://shc.psu.edu/life/career/lac.cfm)

## Supplemental Travel and Research Support

### SCHREYER AMBASSADOR TRAVEL GRANT

#### **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](http://www.international.psu.edu)

For more information on non-PSU-related programs, visit [www.studyabroad.com](http://www.studyabroad.com)

The Schreyer Ambassador Travel Grant Program has provided support to more than 2,500 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 [shc.psu.edu/srs/grants](http://shc.psu.edu/srs/grants).

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 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 application 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),

**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):*

**January 20**  
*for the following fall and full-year programs*

**May 1**  
*for the following spring*

**February 1**  
*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*

and external scholarship opportunities via the Undergraduate Fellowships Office. In addition, if your study abroad expenses substantially change your Penn State cost of attendance for a given year, you should contact the Office of Student Aid to make sure this is taken into account in your financial aid package, if you receive financial aid.

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.

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## 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

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## 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 available online at [shc.psu.edu/srs](http://shc.psu.edu/srs). It is currently a rolling application process with no deadlines.

## SUMMER INTERNSHIP/ RESEARCH GRANTS

Each year, 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 on a rolling basis upon completion of application materials.

# Annual Guides and Checklists

**IMPORTANT DATES: FIND ALL IMPORTANT DATES ON THE WEB SITE AND THE STUDENT RECORDS SYSTEM**

*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](http://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.

**PLEASE CONTACT THE COORDINATOR OF STUDENT RECORDS AT [SHCRECORDS@PSU.EDU](mailto:SHCRECORDS@PSU.EDU) WITH QUESTIONS**

# First-Year Scholars Guide

## FIRST-YEAR ACADEMIC REQUIREMENTS

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.*

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

- A. Enroll in and pass either **ENGL 137H** and **ENGL 138T** or **CAS 137H** and **CAS 138T** during your first year.
- B. Maintain a semester GPA of at least **3.40** and a cumulative GPA of at least **3.40**.
- C. Submit, on time, your **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. It is suggested you take 12 honors credits during your first year. Those credits, along with the 9 credits suggested for your sophomore year, will fulfill the **21-credit honors credit requirement** for the first-year/sophomore block.

*For first-year Scholars not at University Park, you are required to take 18 honors credits (including English 30) during your first two years.*

**The English 137H/138T or CAS 137H/CAS 138T requirement takes effect in fall 2012 with all incoming first-year Scholars at University Park. For Scholars who entered prior to fall 2012 or enroll at a campus, the requirement is English 30.**

**The credit requirement in the first-year/sophomore block increased from 18 honors credits to 21 honors credits for all Scholars entering the SHC beginning in fall 2012.**

**The 3.40 GPA requirement is effective for all Scholars enrolling after fall 2009. For Scholars who entered the SHC prior to fall 2009, the GPA requirement is a minimum of 3.33 for each semester and cumulatively.**



# Sophomore Scholars Guide

## SOPHOMORE YEAR ACADEMIC REQUIREMENTS

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

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

### 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 cumulative total of 21 honors credits (counting honors credits taken in the first year). For instance, if you took 12 honors credits during your first year, you would only need to take 9 credits during your sophomore year to fulfill the cumulative honors course and credits requirement.  
*For sophomore Gateway Scholars: Complete at least 9 or more honors 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. Make sure you meet all departmental requirements for your intended Area of Honors (e.g. lab placement, specific coursework).

**The credit requirement in the first-year/sophomore block increased from 18 honors credits to 21 honors credits for all Scholars entering the SHC beginning in fall 2012.**

**The 3.40 GPA requirement is effective for all Scholars enrolling after fall 2009. For Scholars who entered the SHC prior to fall 2009, the GPA requirement is a minimum of 3.33 for each semester and cumulatively.**

# Junior Scholars Guide

## JUNIOR YEAR ACADEMIC REQUIREMENTS

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

### 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.

**The 3.40 GPA requirement is effective for all Scholars enrolling after fall 2009. For Scholars who entered the SHC prior to fall 2009, the GPA requirement is a minimum of 3.33 for each semester and cumulatively.**

*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

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.*

### 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 31.*

- 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/academic/thesis/submission.cfm](http://shc.psu.edu/academic/thesis/submission.cfm).

**The 3.40 GPA requirement is effective for all Scholars enrolling after fall 2009. For Scholars who entered the SHC prior to fall 2009, the GPA requirement is a minimum of 3.33 for each semester and cumulatively.**

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# Glossary

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**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 (including current) 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 requirements

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

**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

**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 SHC requirements. Scholars who remain out of compliance with Schreyer Honors College requirements after being placed in warning status will 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

[shc.psu.edu/about/people/staff.cfm](http://shc.psu.edu/about/people/staff.cfm)

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### Administration

#### Dean

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

#### Lisa Mellott

administrative assistant to  
the Dean and the Associate Dean  
for Student Affairs  
llk3@psu.edu

#### Associate Dean, Academic Affairs

**Dr. Nichola Gutgold**  
dgn2@psu.edu

#### Melissa Meyer

administrative assistant to  
the Associate Dean for  
Academic Affairs  
tol5002@psu.edu

#### Associate Dean, Student Affairs

**Dr. Michele "Mitch" Kirsch**  
msk11@psu.edu

### Advising

#### Dr. Richard Stoller

coordinator  
rjs27@psu.edu

#### Melissa Meyer

administrative assistant  
tol5002@psu.edu

### Student Records

#### Debra Rodgers

coordinator  
djr255@psu.edu

#### Deb King

administrative support assistant  
dry1@psu.edu

### International Programs

#### Dr. Richard Stoller

coordinator  
rjs27@psu.edu

#### Melissa Meyer

administrative assistant  
tol5002@psu.edu

### Admissions

#### Taren Smith

coordinator  
tns12@psu.edu

#### Jenny Blew

administrative support assistant  
jcb28@psu.edu

### Business Manager and Stewardship

#### Corinna Bressler

coordinator  
cxz7@psu.edu

### Career Development

#### Lisa Kerchinski

coordinator  
esk10@psu.edu

#### Deb King

administrative support assistant  
dry1@psu.edu

### Student Programming

#### Donna Meyer

coordinator  
dlh15@psu.edu

#### Rosanna Mersinger

administrative support assistant  
rlm29@psu.edu

### Development and Alumni Relations

#### Sean Miller

director  
smm401@psu.edu

#### Nathan Leopard

associate director  
nkl3@psu.edu

#### Jessica Hoffman

development and alumni specialist  
jrs5162@psu.edu

#### Cheryl Vonada

administrative support assistant  
ccv3@psu.edu

### College Relations

#### Beth Kocher Gormley

coordinator  
blk129@psu.edu

#### Lisa Breon

administrative support assistant  
lkb17@psu.edu

### Information Technology

#### Tom Weber

manager  
thw@psu.edu

#### Bob Shafer

IT consultant  
rds37@psu.edu

#### Tom Harrington

web programmer  
tph134@psu.edu

**SCHREYER HONORS  
COLLEGE OFFICES:**

**Dean's Office**

C-101 Atherton Hall  
814-865-2631

**Associate Dean, Academic Affairs / Advising / Student  
Records / International Programs /Student Programs**

C-4 Atherton Hall  
814-865-4257 (Associate Dean, Academic Affairs)  
814-863-4550 (Advising and International Programs)  
814-863-2636 (Student Programs)  
814-867-2505 (Student Records)

**Admissions**

C-101 Atherton Hall  
814-865-2060

**Advancement/Finance/Student Affairs**

C-5 Atherton Hall  
814-863-4535 (Associate Dean, Student Affairs)  
814-865-4258 (Advancement, Finance)  
814-863-2635 (Career Development)

**College Relations**

C-7 Atherton Hall  
814-863-4582

**Information Technology**

C-11 Atherton Hall  
814-863-4525

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**EMAIL ADDRESSES:**

**General**

scholars@psu.edu

**Academic Team**

SHCAcademics@psu.edu

**Student Records**

SHCRecords@psu.edu

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