

Hutton Honors College
Indiana University Bloomington

Student Handbook
2008-09



Hutton Honors College
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<http://www.indiana.edu/~iubhonor/>

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Jean C. Robinson
Professor of Political Science
Interim Dean, Hutton Honors College

Welcome from the Dean

Dear Hutton Honors College Student,

Welcome to Indiana University and to the Hutton Honors College! We are pleased that you have chosen IU for your undergraduate education, and we are delighted that you are now a part of the HHC community.

We want you to make the most of the opportunities available to you as a member of the HHC, so we have put together this handbook to help guide you to some of our resources. The handbook contains information about how to get in touch with us, how to work toward the General Honors Notation, how to take advantage of curricular and extracurricular offerings, how to apply for grants and prizes. It also outlines the rules governing membership in the Hutton Honors College and describes some of the expectations we have for HHC students.

We hope you find the handbook useful. Please review its contents now, and then keep it for future reference. We want you to take full advantage of your membership in the HHC. Again, we are very pleased you are joining us. Your time at IU should be exciting and rewarding. We wish you every success, now and throughout your undergraduate career.

Sincerely,

Jean C. Robinson
Interim Dean of the Hutton Honors College

Hutton Honors College Staff Directory

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Academic Advising Recommendations

The role of the HHC advisors is to help you plan for your intended major and inform you of the resources available through the Hutton Honors College and at IU Bloomington. You are welcome to meet with your assigned advisor at any time. We are here to help you navigate your way through the university system and make the most of your time here. To schedule an appointment, call our receptionist at (812) 855-3555.

FALL TERM ADVISING TIMELINE

1. AUG/SEPT: First Appointment

Required for all freshmen

Why: Get Acquainted with Your Assigned Honors College Advisor

- Talk about your interests and academic goals
- Confirm that your current major is on file, if you have decided on one
- Review your AP credit and other special credit
- Make certain you are enrolled in appropriate classes for fall
- Get a list of requirements for your major(s) and possible minor(s)
- Outline plans to begin choosing your major if you are exploratory
- Ask to be referred to any campus services you may need
- Review General Honors Notation (GHN) requirements
- Check on requirements and responsibilities as an HHC student
- Learn how to get involved with the HHC and IU activities

What to Bring:

- The Course Enrollment Plan for your first term registration
- A list of majors if you're exploratory or undecided
- A list of your special interests
- Questions about the GHN and HHC requirements or opportunities
- Any other questions you may have

2. SEPT/OCT: Second Appointment

Strongly encouraged for all freshmen

Why: Early Course Enrollment Planning for Spring

- Review your degree and admission requirements
- Discuss possible majors and requirements if exploring options
- Consider appropriate course selections for the next term
- Pinpoint how HHC courses fit into your degree requirements
- Discuss how your classes are going, including midterm grades
- Go over the application or certification process for your school
- Ask about student services, such as the Career Development Center

What to Bring:

- A list of courses you're considering for the upcoming term
- Questions about your curriculum requirements
- Ideas about activities you may be interested in

3. OCT/NOV: Third Appointment

Required for freshmen whose records are in University Division

Encouraged for freshmen directly admitted to their schools

Why: Final Enrollment Planning for Fall

- Confirm that you're completing admission requirements for your degree
- Discuss the courses you plan to enroll in for the next term
- Request that you be released to register
- Ask any unanswered questions

What to Bring:

- Completed degree planning chart or requirements sheet
- Midterm Appraisal form mailed to you by your HHC advisor
- List of preferred courses for the upcoming term, plus alternatives

Note for University Division students: During the Spring Term, in order to plan for the Fall Term of your sophomore year, you'll again need to schedule an enrollment planning appointment with your HHC advisor.

See page 6 for other kinds of advising appointments.

Other Kinds of Advising Appointments

Over the course of the term, there may be other reasons for meeting with your HHC advisor. You may need to

- drop or add a class during the term
- discuss course issues
- review your midterm progress
- plan for summer school or overseas study
- discuss academically related concerns
- find forms of support or student activities
- understand university policies and procedures
- explore HHC and IU opportunities
- discuss major(s), minor(s), and/or certificate programs you may want to pursue

You should be aware of the deadlines for dropping and/or adding classes. (These deadlines are given in the IU Bloomington *Enrollment and Student Academic Information* bulletin.) Schedule drop/add appointments well before deadlines.

Cumulative GPA Requirement to Remain in Good Academic Standing in the Hutton Honors College

Students must maintain a minimum cumulative GPA (CGPA) of 3.0 to remain in good academic standing in the Hutton Honors College (HHC). Your CGPA will be reviewed at the end of your freshman year and in succeeding academic years.

Students achieving below a 3.0 during their first year who wish to remain in the HHC for a second year must meet with an HHC advisor to discuss options and to agree on the terms of a contract to work towards reaching the required CGPA. The signed contract will be filed in the HHC. Students who do not complete a contract may no longer continue in the Honors College.

Please note that grades earned in summer school courses at another Indiana University campus will contribute toward raising the CGPA. Grades earned at other institutions, however, are not counted toward an IU Bloomington CGPA.

By the end of the second year or fourth semester, students must have achieved a 3.0 CGPA to continue as members of the HHC. The CGPA requirement to maintain membership also pertains to juniors and seniors. Those who fall below a 3.0 after the sophomore year may apply for readmission when the CGPA has been raised to the required level.

While they are working toward achieving a 3.0 CGPA, students cannot enroll in HHC courses or other honors courses cross-listed with the Honors College.

University Division Students: Students whose records are in University Division (UD) who have earned below a 2.0 CGPA by the end of the summer following the first or second academic year will be reassigned to a UD advisor to participate in the University Division's academic probation program and will no longer be in the HHC.

Note: See Code of Conduct on page 16 for other requirements to maintain good standing in the Hutton Honors College.

The General Honors Notation in the Hutton Honors College

As a member of the HHC, you have the opportunity to earn the General Honors Notation (GHN). The GHN, a distinction recorded on your diploma and transcript, signifies outstanding performance in a broad liberal arts curriculum. You may earn the GHN in addition to any other honors received in your major or for final grade point average.

To earn the GHN, students must

- ✓ Complete **21** hours of approved honors credits:
 - **At least two courses must be 3-credit HON-H classes offered by the HHC.** (H299 tutorials will not count unless they are approved in advance by the HHC dean.)
 - An additional 15 credits from the following:
 - Other HON-H courses offered by the Honors College (One-credit HON-H299 discussion sections paired with three-credit departmental lecture courses will result in a total of 3 credit hours toward the notation.)
 - Approved honors courses from other departments or schools listed with the HHC, **limited to 3** credits per course, for a total of 6 credits from any one department. (This limitation does not apply to HON-H courses. Lab courses will not count, and credit for departmental honors reading and thesis courses is limited to 3 credit hours.)
 - Overseas Study (6 equivalency credits for an academic year, 3 equivalency credits for a semester, or 1 equivalency credit for a summer program of at least 4 weeks).

To earn the GHN, students must (continued)

- ✓ Maintain at least a **3.40 GPA** for the 21 credit hours counting towards the GHN and hold a cumulative GPA of at least **3.40** at the time of graduation.
- ✓ Submit an application for the GHN to the Hutton Honors College prior to Oct. 1 for December graduation or Feb. 1 for May, June or August graduation.

You must keep track of the GHN courses/credits you are completing, as well as your progress toward earning the notation.

An Honors College advisor will help you with your plans to fulfill the GHN requirements.

(Further details may be seen on the HHC Web site at www.indiana.edu/~iubhonor/acad.php.)

HHC Scholarship Renewal Requirements

If you have been offered and have accepted a Hutton Honors College Scholarship as a freshman, renewal of your scholarship is automatic for a further three academic years if you

- maintain full-time student status (minimum of 12 credit hours per term) on the Bloomington campus
- remain a member in good standing of the Hutton Honors College
- maintain a cumulative grade point average of 3.4 or above
- take three approved honors courses during your first four terms at IU Bloomington
- attend at least one approved cultural and/or educational activity* each year you hold the scholarship.

*These include all approved special events and extracurricular activities sponsored by the Hutton Honors College; all special events and recitals in the IU School of Music; all special events at the Musical Arts Center (MAC) and IU Theatre; most events at the IU Auditorium; and most special events sponsored by other IU schools and departments.

Hutton Honors College Opportunities

The Hutton Honors College (HHC) will benefit you in direct proportion to your involvement. We provide lots of opportunities, but you need to take advantage of them to make the most of your membership in the HHC community. Here are some of the opportunities and programs we offer:

- **Enroll in Honors classes:**
We recommend that you take at least one Honors seminar in your first year at IU. This is a great opportunity to get to know a member of the Honors faculty and a small group of Honors students. Because these seminars are usually limited to twenty or twenty-five students, you can explore a fascinating Honors topic in depth. In addition, you should look into honors courses within the various departments. These are generally smaller classes taught by senior faculty and many provide opportunities for research or more intensive study.
- **Attend extracurricular program events:**
Take advantage of the chance to meet visiting scholars, artists, and some of the greatest minds of our day. Go to the opera, attend a concert, or eat pizza with distinguished visitors, faculty, and other Honors students. HHC extracurricular programming gives you the chance to experience an array of cultural, intellectual, and social opportunities with a new group of friends. Learn about the world and get involved! Volunteer to help plan and host HHC programs. Join a club, such as the Succinct Saga Society, or start your own. Check out Extracurricular Programs under Activities & Opportunities at www.indiana.edu/~iubhonor/hdextra/ec.php.
- **Study abroad:**
The HHC encourages foreign study. The Edward L. Hutton International Experiences Program financially assists students in pursuing a variety of organized and independent overseas experiences. We encourage you to visit our Web site, www.indiana.edu/~iubhonor/hds/overseas.php for more information. Also every spring, IU offers a semester of foreign study in Beijing, China, specifically designed for HHC juniors. To research this or any of the 80 other study abroad programs offered at IU visit the Office of Overseas Study, <http://www.indiana.edu/~overseas/>, or International Experiences Program office, 326 N. Jordan.
- **Publish your creative work and research:**
The literary magazine, *Labyrinth*, and the scholarly journal, *The Undergraduate Scholar (US)*, are student-staffed and provide opportunities for students to publish their research (*US*), fiction, poetry, photography and artwork (*Labyrinth*). The website for *Labyrinth* is <http://mypage.iu.edu/~laby>, and the website for *The Undergraduate Scholar* is www.indiana.edu/~uscholar.

- **Volunteer for community service projects or with local agencies:**
If you would like to get involved with the community and address community needs, join other Honors students who want to make a difference! Check out: www.indiana.edu/~iubhonor/honorvol/CSP.php.
- **Gain clinical (pre-med) experience next summer:**
The HHC helps connect students to clinical and hospital volunteer opportunities back in their home communities or elsewhere over the summer. Watch your email for announcements and visit the database of opportunities at www.indiana.edu/~iubhonor/psep/intro.php.
- **Request the support of a fellow Honors student during your first year:**
We have a mentoring program that will pair you with an upper-class Honors student. When you are a sophomore, junior or senior, please volunteer to help freshmen make their transition to IU. For more information please visit www.indiana.edu/~iubhonor/advstuff/mentor.php.
- **Take advantage of our Undergraduate Grant Program:**
Be sure to explore our many undergraduate grant opportunities described at www.indiana.edu/~iubhonor/funding.php. We offer grants for research, internships, creative activities, international experiences (see “**Study Abroad**” on page 11 for additional information about the International Experiences Program) and more. Check it out!
- **Live in a community of HHC students:**
Choose to live in an Honors Residential Community (HRC) and have 40-50 Honors students as a core group of friends your first year. You may wish to choose other special living arrangements with students who share your interests, in communities such as Collins, Foster International, or the Global Village.
- **Join the Honors Community Council:**
If you are not living in an HRC, joining a community council gives you the opportunity to meet other Honors College students living in your residence hall. Our HHC community councils provide opportunities for leadership as well as social events, study groups, and additional activities. Join today!

Communication Guidelines

Your IU e-mail address (username@indiana.edu) has been assigned to you as the appropriate mechanism for official communication within the university. Hutton Honors College personnel will be sending official communications to HHC students by email with the full expectation that students will receive email and will read these emails in a timely fashion.

The Hutton Honors College has four official HHC e-mail distribution lists; freshman, sophomore, junior, or senior. Your official IU e-mail address has been added to the one of these lists. We have done our best to make sure you have been added to the correct list. If you find that you have been placed on the wrong list, or you cease to be a member of the HHC, please inform the HHC data supervisor immediately (please see directory on page 2).

PLEASE NOTE THE FOLLOWING:

- These distribution lists are for official Honors College business only.
- **Please read carefully ALL messages**, as they will contain important information regarding advising, registration, HHC special programs and extracurricular activities, and HHC meetings and events. We are careful to use these lists only for official business.
- Messages will be sent to you from authorized HHC senders only.
- If you would like to reply to one of the messages, **please reply to the sender only**.
- **Please check your mailbox quota frequently** in IU Webmail. (It is right at the top of your Webmail screen). All IU undergrads have a mailbox quota of 100MB. Please do not exceed this quota, as this will result in failure to receive any new messages. It is usually wise to clean up your Webmail account on a regular basis (at least once a week), deleting old messages, cleaning out your folders, etc.

- If you do go over quota, and fail to receive an important message from the Hutton Honors College, dealing with the consequences will be your responsibility.
- **We strongly urge you not to forward your IU e-mail to an e-mail account outside of Indiana University. There have been cases in the past where students have arranged to forward their IU e-mail, and consequently have not received our messages. If you do forward your official IU e-mail to an Internet e-mail address outside the university system, we cannot guarantee that official HHC messages will reach you.**
- **Please update your local (Bloomington) and permanent (home) addresses in OneStart now and any time you have a change of address.** We begin sending out mailings very early in the Fall Term each academic year, so it is extremely important that your addresses be kept current: <https://onestart.iu.edu/my-prd/Portal.do>
- If you have any questions or concerns about our HHC distribution lists, please contact the HHC data supervisor (see directory on page 2).

The above information will also be sent as an introductory e-mail message to all new and returning Hutton Honors College students.

Hutton Honors College Web site

We encourage all HHC students to visit our Web site on a regular basis (www.indiana.edu/~iubhonor/). Our Web site includes information about Honors courses, extracurricular activities, service programs, special events, and funding opportunities (both internal and external).

Campus Resources

Academic Services

(area code 812)

Career Development Center	855-5234
Computing Support Center	855-6789
Health Professions and Prelaw Center	855-1873
Wells Library (Undergraduate Services)	855-8141
Wells Library Reference	855-8028
Writing Tutorial Services	855-6738

Other Services

Bursar	855-2636
Counseling & Psychological Services	855-5711
Health Center	855-4011
International Services	855-9086
Overseas Study	855-9304
Registrar Services	855-0121
Registration Help	855-8200
Safety Escort—IUSA	855-SAFE
Student Activities Office	855-4311
Student Advocates	855-0761
Student Financial Assistance	855-0321
Student Legal Services	855-7867

Cultural Centers

Asian Culture Center	856-5361
La Casa/Latino Cultural Center	855-0174
Leo R. Dowling International Center	855-7133
Neal-Marshall Black Culture Center	855-9271

Code of Conduct

Hutton Honors College Students are expected not only to excel academically but also to behave honorably. The IU Bloomington *Code of Student Rights, Responsibilities, and Conduct* outlines standards to be met by all Indiana University students. We count on all HHC students to be familiar with the Code, to understand its rationale, and to comply with it.

The Code is available at
<http://dsa.indiana.edu/Code/index1.html>

As a condition of membership in the Hutton Honors College, we ask you to sign a contract pledging adherence to the Code. By your signature, you will also be authorizing the Office of the Dean of Students to share with the Hutton Honors College any information that office would collect, should you violate the Code. It is to be expected that any serious academic or personal misconduct will lead to dismissal from the Hutton Honors College.

Hutton Honors College Contract

The purpose of this contract is to make explicit the expectations the Hutton Honors College (HHC) has for you as a student committed to the pursuit of excellence in every aspect of your academic and personal life.

- 1) As a University Division student not directly admitted to the school in which I will decide to earn a degree, I will schedule an appointment to meet with my HHC assigned advisor at least once each semester during my freshman year.
OR
As a student directly admitted to the school in which I currently intend to earn a degree, I will schedule an appointment to meet with my HHC assigned advisor at least once during my freshman year.
- 2) I understand that I must maintain at least a 3.0 cumulative GPA to remain in good academic standing in the HHC.
- 3) I agree to comply with the standards of behavior outlined in the IU Bloomington *Code of Student Rights, Responsibilities, and Conduct*.
- 4) I authorize the Dean of Students to share information with the Hutton Honors College if I am charged with any infraction of the Code.
- 5) As a member of the HHC, I will maintain the highest standard of integrity in both my academic and personal behavior.

My signature below affirms that I understand and agree to abide by the terms and conditions outlined in the *Hutton Honors College Student Handbook*, the *Code of Student Rights, Responsibilities, and Conduct*, and the requirements described in this contract.

Signature

Date

Printed Name

Email address

University ID Number

Note: Your signature on this contract confirms your membership in the Hutton Honors College.