Hutton Honors College
Indiana University Bloomington

Student Handbook
2010-11
Matthew R. Auer
Dean
Hutton Honors College
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## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome from the Dean</td>
<td>1</td>
</tr>
<tr>
<td>Staff Directory</td>
<td>2</td>
</tr>
<tr>
<td>Academic Advising Recommendations</td>
<td>3-6</td>
</tr>
<tr>
<td>Cumulative GPA Requirement</td>
<td>7-9</td>
</tr>
<tr>
<td>General Honors Notation Requirements</td>
<td>10-11</td>
</tr>
<tr>
<td>Scholarship Renewal Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Hutton Honors College Opportunities</td>
<td>13-15</td>
</tr>
<tr>
<td>Communication Guidelines</td>
<td>16-17</td>
</tr>
<tr>
<td>Campus Resources</td>
<td>18</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>19</td>
</tr>
<tr>
<td>Contract</td>
<td>20</td>
</tr>
</tbody>
</table>
Welcome from the Dean

Dear Hutton Honors College Student,

Welcome to Indiana University and to the Hutton Honors College! I am delighted you have joined the HHC community.

I want you to make the most of the HHC, so my colleagues and I have assembled this handbook as a guide to our resources. The handbook contains a variety of information including how to contact us, how to obtain the General Honors Notation, how to take advantage of curricular and extracurricular offerings, and how to apply for grants and awards. It also outlines the rules governing membership in the Hutton Honors College and describes some of the expectations we have for HHC students.

I hope you find the handbook useful. Please review its contents now, and then keep it for future reference. Naturally, do not hesitate to contact me or other staff at the Hutton Honors College if you have any questions about this handbook or about the HHC, generally.

I wish you every success, now and throughout your undergraduate career.

Matthew R. Auer
Dean, Hutton Honors College
Professor, School of Public and Environmental Affairs
Hutton Honors College Staff Directory

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Academic Advising Recommendations

The role of the Hutton Honors College (HHC) advisors is to help you plan for your intended major and inform you of the resources available through the HHC and IU Bloomington.

We are here to help you navigate your way through the university system and make the most of your time here.

You are welcome to meet with your assigned advisor at any time. To schedule an appointment, call our receptionist at (812) 855-3555. A general timeline and typical topics to pursue with your advisor during the fall semester are given below:

FALL TERM ADVISING TIMELINE

1. **September Appointment: Required for All Freshmen**

   **Why:** Considering the Current Semester and Preliminary Planning for Second Semester

   - Get acquainted with your assigned HHC advisor
   - Talk about your interests and academic goals
   - Confirm that your current major is on file and that your AP and other special credits have been recorded
   - Make certain you are enrolled in appropriate classes
   - Consider whether dropping and/or adding a course is advisable; review drop/add deadlines
   - Get a list of requirements for your major(s) and possible minor(s) or certificate(s)
   - Discuss possible majors you may be exploring and outline plans to help you make a decision
   - Ask about referral to any student services you may find helpful, such as the Career Development Center, Writing Tutorial Services, the Health Professions and Prelaw Center, and many other services
• Identify two appropriate honors courses that will fulfill the HHC course requirement during your first six semesters
• Review the General Honors Notation (GHN) requirements
• Confirm the requirements for renewing your HHC scholarship if you were awarded one
• Discuss how you are progressing in your courses
• Review your degree requirements and discuss how HHC-listed courses may fulfill some of them
• Confer about preliminary selection of courses for the second semester
• Ask about the application process for your school or certification to the College of Arts and Sciences
• Learn how to get involved with the HHC and IU activities

What to Bring:

• A list of majors if you are exploratory or undecided
• A list of your special interests
• Questions about the HHC and GHN requirements or opportunities
• Any other questions you may have
2. **October Appointment: Required for Freshmen in University Division**

**Why: Planning for Spring Semester Enrollment**

- Confirm that you are completing admission requirements for your major
- Indicate whether you are interested in earning the General Honors Notation (GHN)
- Discuss the courses you plan to enroll in for spring
- Ask for the hold on your registration to be released
- Estimate or record how you are progressing in your current courses at midterm
- Ask about referrals to student services you may need
- Ask any questions about registration or other matters

**What to Bring:**

- HHC Midterm Appraisal Form
- Completed degree planning chart or requirements sheet
- List of preferred and alternative courses for the coming semester

**NOTE:** In the spring, University Division students again will be required to schedule an HHC advising appointment to plan their courses for fall registration.
Reasons for HHC Advising Appointments at Any Time: For All Students

Over the course of a semester, students may schedule appointments with their assigned advisors for any reason. Below are a few important ones:

- Dropping or adding a course during the term*
- Discussing course issues, and if relevant, a double major, minor(s), a certificate, and the General Honors Notation (GHN)
- Planning for summer school including questions concerning intercampus transfer and transferring credit from other institutions
- Discussing academic progress and related concerns
- Reviewing the various opportunities offered by the HHC’s undergraduate grant program
- Learning about student support services, such as the Career Development Center; Overseas Study; the Student Academic Center; the Health Professions and Prelaw Center; Writing Tutorial Services; and Counseling and Psychological Services. Additional services are listed on page 18 of this handbook.

*You should be aware of the deadlines for dropping and/or adding classes. These deadlines are provided, online, in the IU Bloomington Enrollment and Student Academic Information Bulletin at http://enrollmentbulletin.indiana.edu/pages/index.php. A conference with your advisor should be scheduled well in advance of the deadlines.
Cumulative GPA Requirement to Remain in Good Academic Standing in the Hutton Honors College

To maintain membership in HHC, all students must carry a cumulative GPA (CGPA) of 3.30 or higher. Your CGPA will be reviewed at the end of your freshman year and in succeeding academic years.

Students achieving below a 3.30 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.

If, at the end of the second semester of the freshman year, or at the end of any semester thereafter, a student’s CGPA falls below a 3.30, the student’s membership in the HHC becomes “conditional.” A graduating senior whose CGPA falls below a 3.30 is dismissed as he/she has no additional opportunity to obtain the minimum CGPA for good academic standing in HHC.

A conditional member of the HHC has two semesters to obtain the minimum CGPA of 3.30. A student failing to achieve at least a CGPA of 3.30 at the end of this time period is dismissed. Hence, for example, a student who is designated a conditional member of the HHC at the end of his/her second semester of freshman year, must obtain a 3.30 or higher CGPA by the end of the second semester of sophomore year or he/she is dismissed from the HHC.

The HHC may dismiss any student whose CGPA falls dramatically below 3.30 in any given semester. This is justifiable, in part, because the prospects of raising a low CGPA to the minimum 3.30 level may be poor.
Former members of the HHC (i.e., students who have been dismissed due to low CGPA) may be reinstated once their CGPA rises to at least 3.30. Reinstatement can occur for a graduating senior if, in his/her final semester, the student’s CGPA has risen to at least 3.30. All students seeking reinstatement, and who have the requisite minimum CGPA of 3.30, must apply for reinstatement with the Dean of the Hutton Honors College. An application, in the form of an email to the Dean, requesting reinstatement, must be made no later than one month after final grades have been issued, i.e., final grades from the semester when the minimum CGPA of 3.30 is achieved.

Students with conditional membership in the HHC are eligible to register for HON-H courses, participate in extracurricular programs at the HHC, meet with HHC advisors, and live on honors residential floors in residence halls. Conditional members of the HHC are not eligible for HHC scholarship renewal or for HHC undergraduate grants (including Hutton International Experiences Program grants, research grants, etc.) because these scholarships and grants require a CGPA that is higher than the minimum CGPA for good academic standing in the HHC.

Students dismissed from the HHC are ineligible to register for HON-H courses. Extracurricular programs remain open to dismissed students. Advising by HHC advisors remain open to dismissed students. Membership in Honors Residential Communities, including actual residence on an honors floor, may be suspended for students who are dismissed from the HHC, though suspension of a living arrangement on an HRC floor will generally not occur between semesters of an academic year, i.e., suspension of a living arrangement will not take place between fall and spring semesters.

All students dismissed from the HHC are eligible to appeal their dismissal to the Dean of the Hutton Honors College. An appeal must be made within three weeks (21 days) after an email has been sent by the HHC to the student alerting the student to his/her dismissed status. Decisions by the dean, on appeal, are final. An appeal to the dean may be made in the form of an email that explains:
a) the circumstances for the student’s failure to maintain a minimum CGPA of 3.30;
b) the student’s reasons for seeking to maintain membership in the HHC; and
c) a detailed plan for returning to good academic standing in the HHC.

Please note that grades earned in courses at another Indiana University campus will contribute toward the CGPA (i.e., for the purpose of determining academic standing in the HHC). Grades earned at other institutions, however, are not counted toward an IU Bloomington CGPA.

**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 19 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 Hutton Honors College, 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 range of courses.

To earn the GHN, students must

✓ Complete 21 hours of approved honors credits:

- **At least two courses must be 3-credit hour HON-H courses offered by the HHC.** (H299 tutorials will not count unless they are approved in advance by the HHC dean.)

- An additional 15 credit hours from the following:

  - Other HON-H courses offered by the HHC (One-credit HON-H299 discussion sections paired with approved three-credit departmental 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 credit hours per course, for a maximum of 6 credit hours from any one department.* (The two-course-per-department limit does not apply to HON-H courses.)

  - 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).
When a course taken abroad is officially listed as an honors course by the host institution, the HHC will consider the course for honors credit by petition.

* Students who complete a departmental honors thesis course – i.e., a course that has an honors thesis as a degree requirement or departmental honors requirement – may count this course toward their notation AND count a maximum of two additional departmental honors courses from the thesis granting department; however, the two additional departmental honors courses may not include readings/research courses.

- Maintain at least a **3.40 GPA** for the 21 credit hours counting towards the GHN, with no course grade lower than a C, and have 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 October 1 for December graduation or February 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 HHC advisor can help you with your plans to fulfill the GHN requirements.

(Complete guidelines may be seen on the HHC Web site at www.indiana.edu/~iubhonor/faq/nota.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 semester) on the Bloomington campus
- remain a member in good standing of the Hutton Honors College
- maintain a cumulative grade point average of 3.40 or above
- take three approved honors courses during your first four semesters at IU Bloomington
- attend at least one approved cultural and/or educational activity* each year you are granted 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 Jacobs School of Music; all special events at the Musical Arts Center (MAC) and Lee Norvelle Theatre and Drama Center; 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 HHC Honors course in your First year at IU. This is a great opportunity to get to know a member of the HHC faculty and a small group of Honors students. Because these courses are usually limited to around twenty students, you can explore a fascinating topic in depth in a seminar-like environment. In addition, consider enrolling in honors courses within IUB’s many academic units. These are generally smaller courses taught by veteran 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; many of HHC’s sponsored events take place, conveniently, in the HHC’s new, well-appointed home on the corner of Seventh Street and Woodlawn Avenue. Go to the opera, attend a concert, or eat pizza with distinguished visitors, faculty, and other HHC 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 Honors Student Organization, Succinct Saga Society, Photography Club, Film Club, Hutton Philanthropic Initiative, or start your own initiative. Check out Extracurricular Programs under Activities & Opportunities at [www.indiana.edu/~iubhonor/hdextra/ec.php](http://www.indiana.edu/~iubhonor/hdextra/ec.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” below for additional information about the Hutton International Experiences Program) and more. Check it out!

Study abroad:
The HHC encourages foreign study. The Edward L. Hutton International Experiences Program provides financial assistance to students pursuing a variety of organized and independent overseas experiences. We encourage you to visit our Web site at 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, Franklin Hall Room 303, and at www.indiana.edu/~overseas/, or the International Experiences Program office, 811 E. Seventh Street, Room 216D.

Publish your creative work and research:
The scholarly journal The Undergraduate Scholar (US) and the literary magazine Labyrinth, are student-staffed and provide opportunities for students to publish their research, artwork, including prints, photographs, paintings, and works in other media (US) and also fiction, poetry, photography and artwork (Labyrinth). The website for The Undergraduate Scholar is www.indiana.edu/~uscholar and for Labyrinth mypage.iu.edu/~laby.

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 HHC students who want to make a difference! Check out: www.indiana.edu/~iubhonor/honorvol/CSP.php.
Gain clinical (pre-med) experience during the summer:
The HHC helps connect students to clinical and hospital volunteer opportunities back in their home communities or elsewhere during the summer. Watch your email for announcements and view the IU Pre-Med Summer Experience Program database at www.indiana.edu/~iubhonor/psep/intro.php.

Request the support of a fellow HHC student during your first year:
We have a mentoring program that will pair you with an HHC student. When you are a sophomore, junior or senior, please volunteer to help freshmen make a successful transition to IU. For more information please visit www.indiana.edu/~iubhonor/advstuff/mentor.php.

Live in a community of HHC students:
Choose to live in an Honors Residential Community (HRC) and have 40-50 HHC 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 one of the Hutton Honors Councils:
The HHC sponsors Honors Councils for students in most residence halls on campus and for students living in Greek housing and off campus. Joining an Honors Council provides the opportunity to meet other HHC students living in your residence hall or housing group. Our Honors Councils also provide opportunities for leadership, social events, study groups, and service to the IU and Bloomington communities. Join today!

Join the Honors Student Organization:
The Honors Student Organization (HSO) plans special events for all HHC students; a fall festival, holiday party, winter ball, and spring barbecue are just a few of the annual events hosted by the HSO. Every HHC student is invited to join this important organization.
Communication Guidelines

Your IU e-mail address has been assigned to you as the appropriate mechanism for official communication within the university.

Hutton Honors College faculty and staff will be sending official communications to HHC students by e-mail with the full expectation that students will receive e-mail and will read these messages in a timely fashion.

The HHC has five official HHC e-mail distribution lists; freshman, sophomore, junior, senior and 5th year. 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 (see directory on page 2).

PLEASE NOTE THE FOLLOWING:

- These distribution lists are for official HHC business only.

- Please read carefully ALL messages, as they will contain important information regarding advising, registration, HHC special programs and extracurricular activities, various scholarship and grant opportunities, 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 or to the entity specified in the message.
• We also want to be sure you understand that subscription to HHC distribution lists is required as part of your HHC membership. Therefore, **REMOVAL OF YOUR E-MAIL ADDRESS FROM HHC E-MAIL DISTRIBUTION LISTS MEANS YOU WILL NO LONGER BE A MEMBER OF THE HUTTON HONORS COLLEGE.**

• 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 semester each academic year, so it is extremely important that your addresses be kept current: [https://onestart.iu.edu/my-prd/Portal.do](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 HHC students.*

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**Hutton Honors College Web site**

We encourage all HHC students to visit our Web site on a regular basis at [www.indiana.edu/~iubhonor/](http://www.indiana.edu/~iubhonor/). Our Web site includes information about HHC courses, extracurricular activities, service programs, special events, and funding opportunities.
# Campus Resources

## Academic Services

<table>
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<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Academic Support Center</td>
<td>855-6931</td>
</tr>
<tr>
<td>Career Development Center</td>
<td>855-5234</td>
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<tr>
<td>Computing Support Center</td>
<td>855-6789</td>
</tr>
<tr>
<td>Health Professions and Prelaw Center</td>
<td>855-1873</td>
</tr>
<tr>
<td>Wells Library (Undergraduate Services)</td>
<td>855-8141</td>
</tr>
<tr>
<td>Wells Library Reference</td>
<td>855-8028</td>
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<tr>
<td>Writing Tutorial Services</td>
<td>855-6738</td>
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## Other Services

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<tr>
<td>Bursar</td>
<td>855-2636</td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services</td>
<td>855-5711</td>
</tr>
<tr>
<td>IU Health Center</td>
<td>855-4011</td>
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<tr>
<td>International Services</td>
<td>855-9086</td>
</tr>
<tr>
<td>Overseas Study</td>
<td>855-9304</td>
</tr>
<tr>
<td>Registrar Services</td>
<td>855-0121</td>
</tr>
<tr>
<td>Registration Help</td>
<td>855-8200</td>
</tr>
<tr>
<td>Safety Escort—IUSA</td>
<td>855-SAFE</td>
</tr>
<tr>
<td>Student Activities Office</td>
<td>855-4311</td>
</tr>
<tr>
<td>Student Advocates</td>
<td>855-0761</td>
</tr>
<tr>
<td>Student Financial Assistance</td>
<td>855-0321</td>
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<tr>
<td>Student Legal Services</td>
<td>855-7867</td>
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## Cultural Centers

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<tr>
<th>Center</th>
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<tbody>
<tr>
<td>Asian Culture Center</td>
<td>856-5361</td>
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<tr>
<td>La Casa/Latino Cultural Center</td>
<td>855-0174</td>
</tr>
<tr>
<td>Leo R. Dowling International Center</td>
<td>855-7133</td>
</tr>
<tr>
<td>Neal-Marshall Black Culture Center</td>
<td>855-9271</td>
</tr>
</tbody>
</table>
Code of Conduct

Hutton Honors College Students are expected not only to excel academically but also to conduct themselves 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 fully conversant with the Code, to understand its rationale, and to comply with it.


As a condition of membership in the HHC, 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 HHC any information that office will collect if you violate the Code. Any serious academic or personal misconduct may lead to dismissal from the HHC.
Hutton Honors College Contract

The purpose of this contract is to make explicit the expectations of the Hutton Honors College (HHC) for its students. This contract commits students to the pursuit of excellence and integrity in every aspect of their academic and personal lives.

1) I will schedule appointments to meet with my HHC advisor as described on pages 3-6 in the HHC Student Handbook.

2) I understand that I must maintain at least a 3.30 cumulative GPA to remain in good academic standing in the HHC.

3) I understand that subscription to HHC distribution lists is required as part of my HHC membership.

4) I agree to comply with the norms and standards of behavior outlined in the IU Bloomington Code of Student Rights, Responsibilities, and Conduct.

5) I authorize the Dean of Students to share information with the HHC if I am charged with any infraction of the Code.

6) 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                   E-mail address

University ID Number

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