



# Millersville University

## Honors College

Student/Faculty Handbook 2018

<http://www.millersville.edu/honorscollege/>



## WELCOME

I am pleased to introduce the Millersville University *Honors College Student/Faculty Handbook*, a guide to the policies of the University's flagship academic program. In the Fall of 2018, there will be more than 200 students enrolled in the University Honors College (UHC); our students come from every major and area of study. We have residential and commuting students, and we are a socially and academically diverse study body. More than half of our students live together in a shared living and learning environment. With the residential living and learning center, MU has created a successful program that allows UHC students to be part of a thriving, successful "community of scholars" and to live, study, and gather together for important student-centered initiatives.

In the follow pages, you will find a summary of the policies and special opportunities pertinent to being a member of the UHC. Beyond a commitment to intellectual and social engagement at an advanced level, what distinguishes the UHC is the "community of scholars" model we embrace in our shared living and learning goals. The UHC is dedicated to making an excellent liberal arts and sciences education more fulfilling through deep inquiry, research, community service, and through having fun together.

Sincerest thanks go out to Anne Mitzel for assisting with this update of our handbook, to Mrs. Barb Erdman who has endless experience and expertise related to all things UHC. Their contributions have paved the way for this handbook so that students and faculty will be better informed about UHC policies and practices.

Welcome to the University Honors College and our Student /Faculty Handbook!

Elizabeth A. Thyrum, PhD  
Director, University Honors College  
Associate Professor, Department of Psychology



# Table of Contents

Important Contacts .....	5
--------------------------	---

## Part One: Prospective Students

The Honors Experience: A Community of Scholars .....	6
Application and Admissions Process .....	7
Benefits and Rewards: Academic, Social, Cultural .....	7
Intellectual Environment.....	7
Cultural Opportunities for Students .....	8
Honors Housing: Living and Learning Community .....	8

## Part Two: Current Students

Statement of Academic Integrity .....	8
Academic Standards and Policies .....	9
Advisement .....	9
Honors Credit in the Major .....	10
A Four-Year Plan to Graduation.....	11
The Thesis and Capstone Experience .....	12
Scholarship Opportunities.....	12

## Part Three: The Honors Experience

HCSA: Honors College Student Association .....	13
--	----

University Research Newsletter.....	13
Beideman Initiative Program .....	13
Honors College Curriculum Committee .....	13
Cultural Opportunities .....	14
Student Service and Community Engagement.....	14
PASSHE Honors Summer Study Abroad .....	15
Frequently Asked Questions .....	16

## Appendix

Appendix A: General Education Curriculum Guide.....	18
Appendix B: Honors College Curriculum Planning Sheet .....	20
Appendix C: Honors Credit in the Major Approval Form.....	22
Family Educational Rights and Privacy Act (FERPA).....	23
FERPA Frequently Asked Questions.....	25

# Honors College Important Contacts

## Millersville University Honors College

**Location:** Franklin House

**Hours:** Mon. - Fri. 8:30am to 4:30pm

<http://www.millersville.edu/honorscollege/>

### Dr. Elizabeth A. Thyrum

Director, Honors  
College Franklin House  
**Phone:** (717) 871-7552

**Email:**

[Elizabeth.Thyrum@millersville.edu](mailto:Elizabeth.Thyrum@millersville.edu)

### Barb Erdman

Secretary, Honors College  
Franklin House

**Phone:** (717) 871-7552

**Email:** [Barbara.Erdman@millersville.edu](mailto:Barbara.Erdman@millersville.edu)

### Kelly Czmar

HCSA President

**Email:** [knczmar@millersville.edu](mailto:knczmar@millersville.edu)

# Other Important Contacts

## Admissions

**Location:** Lombardo Welcome Center

**Hours:** Mon. - Fri. 8am to 5pm

**Phone:** 717-871-4625

## Career Services

**Location:** Bedford House

**Hours:** Mon. – Thurs. 11am-1pm

**Phone:** 717-871-7655

## Office of Student Accounts

**Location:** Dilworth Bldg, Room 103

**Hours:** Mon.- Fri. 8am to 5pm

**Phone:** 717- 871-5101

**Fax:** 717-871-7970

## Registrar

**Location:** Lyle Hall

**Hours:** Mon. - Fri. 8am to 5pm

**Phone:** 717-871-5005 **Fax:** 717-871-7894

**Registration Help Line:** 717-871-5005

## Financial Aid

**Location:** Lyle Hall, 1st Floor

**Hours:** Mon. - Fri. 8am to 5pm

**Phone:** 717-871-5100

## Student Affairs

**Location:** SMC, Suite 107

**Phone:** 717-871-5714

**Fax:** 717-871-2147

## Housing & Residential Programs

**Location:** Lombardo Welcome Center

**Phone:** 717-871-4200

**Fax:** 717-871-7965

## Learning Services

**Location:** 352 Lyle Hall

**Telephone:** 717-871-5554

**Fax:** 717-871-7943

# Part One: Prospective Students

## Honors College—A Community of Scholars

The University Honors College constitutes a community of scholars committed to serious intellectual and social engagement in a way that advances individual educational opportunities. Honors College students and faculty interact in the classroom and outside the classroom through seminars, service projects and special cultural events. Eligible students come from every major department and program at the University.

Admission to the Honors College is select and offered to students who demonstrate they have the intellectual skills to succeed in a more challenging program of study. Although grades, SAT scores, and class rank are considerations for admission to the Honors College, the program is also looking for students who are



willing to be active participants and leaders. Normally, students who have been offered admission to the University, and are in the upper 10-15% of their graduating class and have a combined SAT score of 1200 or higher, will be encouraged to apply for admission to the Honors College. However, students who do not meet these criteria and are interested in admission to the program are encouraged to apply. A separate admission decision is made for entry to the Honors College. Once enrolled, students must continue to meet academic standards to continue in the program.

In addition to smaller classes and greater opportunity for interaction with faculty, Honors College students receive a number of tangible benefits through participation in the program. Honors College students receive priority registration throughout their undergraduate careers. Students also have the opportunity to live in Honors College housing for all four years. Freshmen who reside on campus are required to living in Honors College housing during their first year. This requirement enhances the experience of a living and learning community. The Honors College also provides additional academic support, advisement services, and a professional mentoring program that assists selected students in achieving their career goals. Many students appreciate the emphasis on faculty-student research opportunities, internships, and study abroad programs.

Our active Honors College Student Association (HCSA) provides social and service programming on campus and in the community. Students are encouraged to take an active role in the opportunities sponsored by the HCSA. Honors College students also receive a number of cultural opportunities not available to other students. In addition to Honors College sponsored day trips to New York City, Philadelphia, and Washington, D.C., students may have access to free tickets to local events.

Participation in the Honors College enhances the excellent undergraduate programs offered at Millersville University. We strive to make a difference on campus and in the community and to open the “wideness of the world beyond” to each and every student. The Honors College is committed to helping students enjoy their college years and to grow into the individuals they are meant to be.

## **How Do I Become an MUHC student?**

Invitations to the program are extended to entering freshmen who have combined SAT scores of 1200 or above and are in the top 10 percent of their high school class. Other motivated, interested freshmen and currently enrolled students are encouraged to apply for admission to the Director of the University Honors College. The Honors College accepts applications for admission until the freshman class is filled. Due to the competitiveness of the program, the freshman class is often filled by April 1st of each year. Prospective students are encouraged to telephone the Honors College office at 717-871-7552 to inquire about remaining spots available for the fall semester.

### **Admission Directly From High School**

Incoming freshmen are actively recruited to the Honors College if they have SAT scores of 1200 or higher and are in the top ten percent of their high school class. The Honors College does encourage, after acceptance by MU, incoming freshmen who do not meet the above criteria, but who are interested in developing their potential, to apply for admission.

### **Admission after Completing One or More Semesters at Millersville University**

Millersville University students may apply to the Honors College if they have successfully completed a minimum of 15 credits at MU and are recommended by an MU faculty member. Contact the Honors College office at 717-871-7552 for an application.

### **Transfer Student Admission**

Transfer students may apply to the Honors College after being accepted to Millersville University. All students with a 3.35 GPA or permission of the instructor may enroll in Honors courses at Millersville University.

To remain in good standing in the Honors College, students must maintain a GPA of at least 3.0 in the freshman and sophomore years, 3.20 in the junior year, and must have a 3.20 overall GPA and 3.35 GPA in Honors coursework at graduation.

## **Intellectual Environment**

Part of the University's current strategic plan is devoted to UHC's academic and intellectual environment. We constantly seek to improve the context for learning in and out of the classroom. This initiative remains to be a work in progress. The objective is to enhance a challenging education based in the liberal arts, through special workshops and seminars, guest speakers, Honors required coursework, Honors electives, and the Honors thesis experience.

## **Cultural Opportunities for Students**

UHC has expanded cultural opportunities for students. Honors students have taken trips to Philadelphia, Washington, DC, New York City, and Baltimore. These cultural excursions are offered at no charge to students who participate in UHC/HCSA service projects. The UHC also, on occasion, offers our students tickets to local cultural events, such as the Lancaster Symphony Orchestra and the Fulton Theater.

## **Living & Learning Community**

The Office of Resident Life has been instrumental in assuring the success of the Honors Living Learning Community. Since 2006, we have nearly quadrupled the number of students living in the Honors community. In the past several years, we have gone from 26 Honors students to 115 students living together and enjoying the benefits of community life. Requiring freshmen to live in Honors housing, creating a structure of support with student mentors, a residence hall peer mentor, Honors RA's, and building programming specifically for the Honors students have been invaluable in increasing student enthusiasm for the living community. With the Honors students living as a community, there is ample evidence that the living experience is succeeding.

# **Part Two: Current Students**

## **Academic Honesty**

Students of the University are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an examination, to allow another person to commit academic dishonesty, or assist another in committing an act of academic dishonesty, corrupts the essential process by which knowledge is advanced. See:

<http://www.millersville.edu/about/administration/policies/pdf/academics/Academic%20Policy%20-%20Academic%20Honesty%20and%20Dishonesty.pdf> for the University's policy on academic honesty.



## **Academic Standards and Policies**

To remain in good standing in the Honors College, students must maintain a minimum cumulative GPA of at least 3.0 both Freshmen and Sophomore years and a 3.20 their junior and senior years. **University Honors College students who achieve a final overall GPA of 3.8 or higher will graduate from the University Honors College “With Distinction”.**

To receive the University Honors baccalaureate, students must:

1. Earn a cumulative GPA of at least 3.20.
2. Earn a minimum of 25 honors credits (effective Fall 2017) and fulfill the Honors College curricular requirements. Honors credit is awarded only for those honors courses in which a B- or higher is earned. A student must earn a grade of B- or higher in the senior thesis project.
3. Maintain a GPA of 3.35 in all Honors coursework.
4. Students must complete and successfully defend an honors thesis.
5. With proper approval, an Honors College student may enroll in up to two courses (maximum of 6 or 8 credits, depending on the major) in their major department and earn Honors credit. Complete the “Honors Credit in the Major” form available in the Honors College office in consultation with the instructor of record. Only courses at the 200-level or above will be considered appropriate. Students must have already earned a minimum of 12 credit hours with an honors designation.

## **Advisement**

The Director of the University Honors College acts as the academic advisor for all Honors academic policies and questions. Students also will have an advisor in their major department for major requirements and General Education. All Honors questions should be directed to the Director of the Honors College, who may be able to help on some other advising matters, when appropriate.

## **Honors Credits in the Major**

With the approval of the Honors College Director and the consent of the instructor of record for a course, an Honors College student may enroll in up to two courses (maximum of 6 or 8 credits depending on the major) in their department major and earn Honors credit. Prior to registration, the student must contract with the professor of record to discuss additional work and the level of engagement that will justify Honors credit, complete the Honors Credit in the Major form, and then form must be approved by the Honors College Director. Visit the Honors College office to obtain the Honors Credits in the Major form.

**Rationale:** To assure timely matriculation and to improve retention rates, the Honors College seeks to provide students with a more flexible structure to complete University and program requirements. In some majors, there is not a critical mass of students to warrant sponsoring an H section, but students with an approved level of expertise will benefit from being able to earn Honors credit in their major department. This policy does not affect courses that carry a formal H designation. This policy only applies to Honors College students earning credit in their major. All steps in the formal approval process must be followed before a student enrolls in Honors Credits in the Major. No additional compensation will be provided to the instructor of record.

### **Process:**

1. A student will consult with both the Director of the Honors College and the instructor of record.
2. A student will develop a formal contract with the instructor that spells the nature of additional inquiry and work, and the added level of engagement, that merits Honors designation.
3. A student and the instructor will sign the contract and submit an original signed copy to the Director of the Honors College. The Honors College Director will review the contract. The Honors College will communicate with the Registrar about these credits and the H label for that course.
4. Once the Honors College Director has signed off on the contract, the student will be permitted to earn Honors credit for the course, provided all requirements are met.
5. The instructor of record will communicate to the Honors College satisfactory completion of contract with final grade of B- or better.
6. After the completion of the course, the Honors College will maintain a permanent record and communicate with the Registrar's office.

## **Guidelines to the Student and the Faculty Criteria for Honors Credit in the Major**

University Honors courses require a deeper level of engagement, analysis, and expression than regular University courses. The University Honors College encourages critical thinking and interpretation, refined creative writing, and a constructive engagement with the course materials. Faculty are encouraged to work with the student to define clear and sensible standards for achieving these goals in major courses that count for Honors credit. In general, standards should be articulated and the work load defined in ways that are appropriate to the major and the course subject matter. Honors credit should include the following activities (where appropriate) beyond the normal course requirements:

1. Additional reading, studio, or lab work, as appropriate to the subject.
2. Enhanced research opportunities, including some element of original research appropriate to the subject.
3. Regular tutorial discussions between the instructor and student.
4. An appropriate research product that engages issues, problems and materials presented in the class.

# **A Four-Year Plan to Graduation**

\*To complete the UHC requirements in a timely fashion, students should plan on taking 9-12 honors credits per year. In order to graduate with Honors, 25 credit hours of honors courses must be completed (effective Fall 2017).\*

## **Freshman Year**

- English Composition
- Speech Communication
- Lab Science
- Explorations in the History of Ideas (fall semester of freshman year)
- Explorations in World Literature (spring semester of freshman year)
- Calculus or Statistics

## **Sophomore Year**

- Calculus or Statistics
- Explorations in the History of Ideas (if missed in freshman year)
- Explorations in World Literature (if missed in freshman year)
- Lab Science
- Honors Electives
- Attend Honors Thesis Workshop and focus on finding a thesis topic and a thesis advisor

## **Junior Year**

First Semester:

- Discuss thesis topic with thesis advisor
- Honors Perspectives Course

Second Semester:

- HNRS 489: Thesis - 1 credit
- Complete thesis proposal and form committee

## **Senior Year**

First semester:

- HNRS 499: Thesis - 2 credits
- Defend Thesis

Second Semester:

- Submit "intent to graduate" form
- Electives, if needed

## **Capstone Experience – Honors Thesis**

Students in the University Honors College are required to complete a thesis as the culmination of the undergraduate University Honors College experience. By “thesis”, we mean either a formal research paper which contains an appropriate element of original research, or a comparable creative project suitable to your academic discipline or area of expertise. Students also have the option to pursue a research-oriented internship that provides the opportunity to collect data which will become the basis for completing the thesis. Whatever the option, a thesis is a tangible document based on research or creative adaptation that is defended before a faculty committee for a grade. In addition, the thesis fulfills the University’s Advanced Writing requirement.

A thesis may take a different shape and form, depending on your discipline and specialty, but theses share at least three elements in common: original research, clear methodology, and scholarly creativity. Undergraduate students in the humanities and sciences usually complete a written research paper, but it is conceivable for students in the fine and performing arts to engage in an appropriate alternative experience. The thesis document itself serves as a summing up of research, methodology, and findings. In talking about a thesis, we need to distinguish between the *process* and the final *product*, which is always defended before a faculty thesis committee.

This document is meant to help clarify the important issues related to a thesis or creative project. It is not meant to substitute for the Honors College advising system.

### **Why do a thesis?**

The thesis is a “capstone” experience that allows a student to put into practice the intellectual and academic skills that have been mastered throughout the college career. In the best sense, the thesis is a chance for the student to shine and to demonstrate what she or he has learned in a chosen field of study. It is an opportunity to go more deeply into a subject and to demonstrate originality and creativity in research, methodology, and a written or visual medium.

### **Senior Thesis Guidelines**

The senior thesis is the culminating experience in the University Honors College. Written under the personal supervision of a faculty member of the student's choice, it can be the most challenging and rewarding part of the honors student's college career. The thesis provides the honors student with the opportunity to make an independent contribution to human knowledge. While the thesis is normally written about a topic relating to the student's major, it need not be written for the major department. Students who choose to go outside their major departments when writing their theses should realize that they will not be able to graduate with departmental honors. For more information regarding the senior thesis project please visit our [website](https://www.millersville.edu/honorscollege/thesis/index.php).  
(<https://www.millersville.edu/honorscollege/thesis/index.php>)

## **Scholarship Opportunities**

The UHC offers a limited number of scholarships to new and current students. There are also a limited number of endowed scholarships, and other means of financial support, available through the UHC. Most are based on both need and academic merit and may be tied to specific areas of knowledge and engagement.

## **HCSA: Honors College Student Association**

The purpose of this student organization is to promote social interaction among students, to serve Millersville University and the surrounding community, and to cultivate the intellectual development of its members.



## **University Research Newsletter**

On behalf of the Provost and the Office of Academic Affairs, the University Honors College presents *The University Research Newsletter*, an annual publication that recognizes the importance of scholarly research at Millersville University. Student writers and editors, under the direction of Dr. Elizabeth Thyrum, produce this newsletter, which is shared with a campus and community audience each academic year.



**Mr. Paul Beideman '71**

## **Beideman Initiative Program**

Through the generosity of Paul and Caroline Beideman, the UHC established a professional mentoring program for UHC students. Select Honors students are paired with mentors who can provide them with advice and direct as they prepare their future career plans. This program marks an important, unique direction for the UHC.

## **Honors College Curriculum Committee**

The University Honors College Curriculum Committee reviews and coordinates Honors College curriculum with the director of the Honors College. Consisting of faculty members, as well as students from the Honors College, this committee typically meets several times per year.

## **Cultural Opportunities**

Co-curricular activities are an important part of the honors experience at Millersville University. The Honors College recognizes that education occurs beyond the walls of the classroom. Ideas are shaped by experiences. We encourage our students to participate in an array of social, cultural, and recreational activities.

Downtime is essential for the successful college student. To relieve stress, students have cheered the Marauders on at football games, picnicked with the swans, and relished sumptuous end-of-the-semester banquets.

Nearby, Lancaster boasts nightlife and culture. Honors Students attend plays, Broadway musicals, museum and gallery openings, the ballet, and opera.

## **Student Service and Community Engagement**

In keeping with the emphasis on community within the Honors College, we also recognize the need to give back to the community-- both the university community and the community at large. Honors students participate in the United Way's Day of Caring and many other community service based programs. Service is a rewarding part of college life. The Honors College Student Association also organizes community events and volunteer opportunities that address a variety of causes, including human rights, hunger and homelessness, physical health and wellness, women's issues, and tutoring programs. Beginning with the Fall 2018 semester, Honors students are asked to complete 6 community service projects or events each academic year.



## **PASSHE Honors Summer Study Abroad**

Did you know that as a member of the Millersville University Honors College you are eligible to apply for the opportunity to spend almost two weeks in another country and earn honors credits?

Every summer since 1985, The Pennsylvania State System of Higher Education (SSHE) has sponsored, and one of the State System Universities has hosted, a summer honors program that takes place on the campus of that university and in another country.

Two honors students from each of the 14 state system universities are selected to participate each summer. Each program of study lasts several weeks and is equivalent to 3-6 honors credits of course work. The cost of tuition, room and board, travel and program related trips are covered in full for each student selected to participate in the program.

Study abroad is a key component of an undergraduate liberal arts education. Honors students are encouraged to study abroad, when it is possible. Students interested in how study abroad might fit in the Honors curriculum should consult the Director of the Honors College before making contact with the Office of International Programs and Services.

## **FAQ- Frequently Asked Questions about the Honors College Curriculum**

1. Do I have to take Honors English 110 and/or Honors COMM 100?

*No, but both of these courses count toward the 25 hour minimum (effective Fall 2017).*

2. Do I have to take an Honors Calculus class on top of the Calculus requirements in my major?

*Absolutely not. A number of Calculus classes fulfill the Honors requirements (in addition to other math courses, such as Math Statistics) – you should pick what best works for you. But only Honors sections count toward the 25 credit minimum (effective Fall 2017).*

3. Isn't it going to take me forever to finish my Honors requirements and my General Education requirements?

*No, you can fulfill both at the same time. Just by meeting the core requirements in Honors, you can simultaneously fulfill General Education requirements. All the required Honors courses fit into General Education requirements.*

4. Can I graduate from the Honors College without writing/doing a thesis?

*No. You must write a thesis or do a creative project (with written explanation on the project). The thesis is a piece of original research that you will conduct in an area that you find interesting. The thesis is a great opportunity to work closely with a faculty member in your discipline. If you are considering graduate school, this is excellent preparation for the type of work you will be expected to do.*

5. How do I write an Honors Thesis?

*First, you should attend a thesis workshop sponsored by the Honors College. In your sophomore or junior year, you'll need to find a thesis adviser so you can start putting together your thesis committee. The thesis committee consists of your thesis adviser (the person you'll work most closely with) and two other committee members. Your adviser will be helpful in identifying appropriate faculty. The adviser and committee help you design and execute your research project. When you've finished, the committee reads your thesis and you will sit for a defense—an oral presentation and interview with the committee about your thesis. While researching and writing your thesis, you will register for at least three thesis credits. You register for thesis credits by special arrangement with your adviser and department. The form to register for the thesis is available at the Honors College office. Your adviser and the Honors College will help you with the details.*



6. Do I have to take an Upper Level Writing class (AW), such as ENG 311, 312, 313, or 316?

*Not if you write an Honors Thesis. The thesis may substitute for the General Education AW requirement. If your major requires a specific AW class, however, you may need to take it in addition to writing your thesis. Students may elect to take AW courses in addition to writing the thesis. Because AW courses often include practice writing a resume, students who do only the thesis should check out Career Services (ELCM) in Bedford House for assistance with your resume.*

7. Are Honors Classes harder than regular classes?

*Not necessarily. They are meant to be more research oriented, more engaging and to require more active participation on the student's part. They usually are limited to 20-25 students. This gives you a chance to participate more, to know your peers and your professors, and to get more individual attention from your professors.*

8. What do Honors students do besides take Honors classes?

*Honors students have the opportunity to be involved in cultural events that are developed especially for them. For example, Honors students have gone whitewater rafting, attended a Shakespearean play in Washington, D.C., seen the opera Carmen in Lancaster, toured The Barnes Foundation near Philadelphia, seen a Broadway play in NYC, visited Longwood Gardens, traveled to the National Aquarium in Baltimore's Inner Harbor, and much more.*

*Also, Honors students play on sports teams at MU, play in the university's marching band, participate in special interest clubs or other organizations related to majors, hold part-time jobs, etc.....they do all the activities that college students participate in. The goal is to be well-rounded, receive a first-class education, and have a fun, memorable time during your undergraduate years!*

**MILLERSVILLE UNIVERSITY**  
**General Education Curriculum Guide (Green Sheet)**

Student Name: \_\_\_\_\_

Student I.D. # \_\_\_\_\_

### Critical Thinking Across the Liberal Arts (G1-G3)

#### General Guidelines:

- Only approved General Education (GenEd) courses may be used.
- Exactly two courses must be taken from at least one department within each G1, G2, and G3 block.
- At least three courses taken throughout blocks G1, G2 &/or G3 must be at the 200 level or above.
- Up to six "Required Related" courses may be counted toward GenEd requirements.
- Courses from the primary major may not fulfill the G1, G2, and G3 blocks; courses from a minor or secondary major may fulfill these blocks.

#### G1. Humanities and Fine Arts: Three courses minimum totaling at least 9 credit hours.

Select courses from: Art, Communications & Theatre, English, Foreign Language (which includes HUMN courses), Music or Philosophy. Students majoring in a Humanities & Fine Arts department may not count courses from the major department in this block.

<u>Subject/Course#</u>	<u>Course Title</u>	<u>Cr. Hrs.</u>	<u>Grade</u>	<u>9 2 from</u> <u>1 dept.</u>
<u>1.</u> _____	_____	_____	_____	_____
<u>2.</u> _____	_____	_____	_____	_____
<u>3.</u> _____	_____	_____	_____	_____

#### G2. Science and Mathematics: Three courses minimum totaling at least 9 credit hours.

Select courses from: Biology, Chemistry, Computer Science, Earth Sciences, Mathematics, Nursing or Physics. Students majoring in a Science or Mathematics department may not count courses from the major department in this block.

##### Additional Guidelines:

- At least two courses must be taken from the "natural sciences": Biology, Chemistry, Earth Sciences and Physics. This can be two courses from any one of these departments **OR** one course from any two of these departments.
- One course taken within the G2 block must be a Lab course.
- A math course in G2 may count along with the math course from Foundations in Lifelong Learning to satisfy the "two courses in one department" requirement for this block.

<u>Subject/Course#</u>	<u>Course Title</u>	<u>Cr. Hrs.</u>	<u>Grade</u>	<u>9 2 from</u> <u>1 dept.</u>	<u>9 2 from</u> <u>Natural Sci.</u>	<u>9 1 Lab</u> <u>Course</u>
<u>1.</u> _____	_____	_____	_____	_____	_____	_____
<u>2.</u> _____	_____	_____	_____	_____	_____	_____
<u>3.</u> _____	_____	_____	_____	_____	_____	_____

#### G3. Social Sciences: Three courses minimum totaling at least 9 credit hours.

Select courses from: African-American Studies, Anthropology, Business Administration, Economics, Geography, Government, History, International Studies, Occupational Safety & Environmental Health, Psychology, Sociology, Social Work/Gerontology, or Women's Studies. Students majoring in the Social Sciences areas may not count courses from their major department in this block.

##### Additional Guidelines:

- Sociology and Anthropology are considered separate in regard to the "2 from 1 department" requirement.

<u>Subject/Course#</u>	<u>Course Title</u>	<u>Cr. Hrs.</u>	<u>Grade</u>	<u>9 2 from</u> <u>1 dept.</u>
<u>1.</u> _____	_____	_____	_____	_____
<u>2.</u> _____	_____	_____	_____	_____
<u>3.</u> _____	_____	_____	_____	_____

## Additional General Education Requirements

19

### Foundations for Lifelong Learning (3 courses minimum 12 credit hours)

This category requires: **1. ENGL 110, 2. COMM 100, 3. GenEd (G2) approved Mathematics course (MATH 1XX), and 4. Advanced Writing (AW) course (ENGL 311, 312, 313, or 316).**

#### Guidelines:

- ENGL 110 must be completed with a grade of C- or better.
- COMM 100 must be completed with a grade of C- or better.
- The upper level writing (AW) course has a prerequisite of ENGL 110 (C- or better) and a minimum of 60 credit hours completed. Many majors recommend or require a specific AW course. Check the catalog for further details.
- G2 Math course must be different from that used towards the G2 block in the Liberal Arts Core.

<u>Subject/Course#</u>	<u>Course Title</u>	<u>Cr. Hrs.</u>	<u>Grade</u>
1. ENGL 110	English Composition	3.0	_____
2. COMM 100	Fundamentals of Speech	3.0	_____
3. MATH	_____	_____	_____
4. ENGL	_____	_____	_____

### Connections & Exploration Courses (minimum 12 credit hours)

#### Guidelines/Prerequisites:

1. **First-Year Inquiry (FYI) Seminar – UNIV 103 (3 credit hours) or Open Elective (3 credit hours)**
  - Open electives (including #4 below) must be 100 level or above and must be taken outside of primary major.
  - For BSE students, required professional education courses **cannot** count as open electives.
2. **Perspectives (P) Course (3 credit hours)**
  - Cannot be used to also fulfill a major requirement.
  - ENGL 110 and COMM 100 completed with grades of C- or better.
  - Minimum of 60 credit hours completed.
3. **Wellness/Health Education course (3 credit hours)**
  - Any WELL 175 course will fulfill this requirement.
  - Elementary Education or Elementary/Special Education major must take WELL 352.
4. **Open Elective (3 credit hours)**, see #1 above for more information.

<u>Subject/Course#</u>	<u>Course Title</u>	<u>Cr. Hrs.</u>	<u>Grade</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

### Cultural Diversity & Community (D) Course

- May be satisfied with approved courses from the GenEd requirements (including Perspectives), the major, the minor, the required related area, or general electives.

<u>Subject/Course#</u>	<u>Course Title</u>	<u>Cr. Hrs.</u>	<u>Grade</u>
1. _____	_____	_____	_____

### Writing Intensive (W) Courses (4 courses)

#### Guidelines/Prerequisites:

- May be satisfied with approved courses from the GenEd requirements, the major, the minor, the required related area, or general electives.
- ENGL 110 must be completed with a grade of C- or better.

<u>Subject/Course#</u>	<u>Course Title</u>	<u>Cr. Hrs.</u>	<u>Grade</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
	_____	_____	_____

### Developmental Courses (COMM 010, ELED 090, ENGL 010, MATH 090)

These do not count toward the 120 credit hours required for graduation.



Millersville University  
HONORS COLLEGE

## Curriculum Planning Sheet

Effective June 1, 2017, to graduate in The Honors College, students must complete at least 25 credits of Honors (H) course work, including Explorations in World Literature, Explorations in the History of Ideas, Honors Laboratory Science, Honors Perspectives, Honors electives, and Thesis. Although not specifically required, ENGL 110H and COMM 100H are frequently taken to meet General Education requirements with Honors credit. The Honors Math requirement does not count toward the 25 credits of Honors (H) courses, unless it is labeled an "H" course.

<b>Explorations in World Literature</b> (ENGL 241H - 3 credits) _____	<b>Honors Perspective Course:</b> _____  (Selections vary each semester – 3 credits; if you already take a specific P course that is required by your major, see Honors College Director for advice on how to proceed)
<b>Explorations in the History of Ideas:</b> (SSCI 203H - 3 credits) _____	<b>Honors Thesis/Creative Project or Research Internship:</b>  HNRS 489 (1 credit) _____  HNRS 499 (2 credits) (3+ cr. total) _____
<b>Laboratory Science:</b> Choose <b>1 set</b> from: _____  BIOL 100 and 108H (3 credits + 1 credit)  BIOL 211 and 212H (4 credits + 1 credit)  BIOL 221 and 222H (4 credits + 1 credit)  BIOL 362 and 266H (4 credits + 1 credit)  CHEM 112 and 113H (4 credits + 1 credit)  PHYS 231 and 230H (5 credits + 1 credit)	<b>Additional Honors courses</b> <b>to reach 25 credits total:</b> _____ _____  <b>For example, ENGL 110H</b> _____  <b>COMM 100H</b> _____

<p><b>Honors Math Requirement: Choose 1</b></p> <p>(depending on mandatory Math Dept. placement)</p> <p>(0-6 credits)</p> <p>MATH 130 or higher Statistics*</p> <p>MATH 151*</p> <p>MATH 161*</p> <p>MATH 163<b>H</b> (5 credits)</p> <p>(*these credits do not count toward your 25 credits of H courses, unless the Math course is labeled with an “H” (e.g., MATH 163H).; otherwise, the Math course simply satisfies your Honors College Math Requirement)</p>	<p><b>Total Honors Credits:</b></p> <p>A grade of <b>B- or higher</b> must be achieved in each course, <b>and a B- in the thesis</b> to receive credit towards graduation from the Honors College. Total GPA to graduate from the Honors College is at least a 3.2 Overall with a GPA of 3.35 overall in Honors courses. Students achieving a final overall GPA of 3.8 or higher will graduate from the University Honors College “With Distinction.”</p>
--	---

Revised 10/18

**Approval Form**

**Honors Credit in the Major**

In special circumstances students enrolled in the University Honors College may pursue Honors credit for courses taken in the designated department major. In no circumstances can this form be used to pursue Honors credit in a course outside the department major. Only courses at the 200 level or above will be considered as appropriate. Students must have already earned a minimum of 15 credit hours with an Honors designation. Students should include a copy of the syllabus with this form.

Date:

Name:

MU I.D. :

Semester:

Department Major:

Course # and description:

Instructor of Record:

Describe proposed work to earn Honors credit (use a separate sheet):

Approvals:

\_\_\_\_\_(instructor of record)

\_\_\_\_\_(student)

\_\_\_\_\_(Director of University Honors College)

# Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, department chairperson, dean, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without a student's consent, is the disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); persons, contractors, volunteers, or service providers with whom the University has contracted as its agent to provide a service or function instead of using University employees or officials (for example, an auditor, collection agent or service provider such as the National Student Clearinghouse); a person serving on the

Council of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Millersville University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland  
Avenue, SW Washington,  
D.C. 20202-5901

*Questions regarding FERPA should be referred to the University Registrar in Lyle Hall, registrar@millersville.edu.*



## **FERPA Frequently Asked Questions**

### ***What is FERPA?***

The Family Educational Rights and Privacy Act (FERPA) affords you, the student, certain rights with respect to your educational record.

### ***What are my rights under FERPA?***

As a college student you have the following rights:

- to inspect and review your education records (does not include parents' financial information or University Police records
  - to request amendment of your education record
- to have some control over the disclosure of personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without consent
- to file with the U.S. Department of Education a complaint concerning alleged failures by the University to comply with the requirements of FERPA

### ***What is Directory Information?***

Please see above under "Public Notice Designating Directory Information."

### ***Can I control the release of Directory Information?***

Yes, you can restrict the release of Directory Information by completing a form (available in the Registrar's Office). You should carefully consider imposing a restriction on the release of Directory Information. The limits of our student information system make it an all or nothing option; you cannot select the Directory Information items. This restriction should be reserved for extreme circumstances, such as harassment, or on the advice of a legal or medical professional.

### ***How does FERPA impact routine procedures such as registration, grade information, and transcripts?***

Anytime you conduct business with the Registrar's Office, you must present photo identification. FERPA requires student consent for the release of, or amendment to academic information. These steps help insure the privacy of your educational record.

### ***Do my parents or other family members have access to my educational records?***

A parent or guardian does not have access to your educational records without your written consent, unless your parent or guardian presents a certified copy of the most recent federal income tax form that reports you as a dependent.

***Which University Officer is responsible for administering the FERPA guidelines?***

The Vice President for Student Affairs is responsible for institutional compliance with the FERPA guidelines. The Office of the Registrar is responsible for the maintenance and release of the academic record. The Registrar's Office is located on the first floor of Lyle Hall. Questions or concerns about FERPA are to be directed to the Registrar