



# **Millersville University**

## **Honors College**

**Student/Faculty Handbook 2020/21**

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



Millersville University  
HONORS COLLEGE

## Welcome

I am pleased to introduce the Millersville University *Honors College Student/Faculty Handbook*, a guide to the policies and features of the University's flagship academic program. In the Fall of 2019, there were more than 240 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 student body. More than half of our students live together in a residence hall Living Learning Community (LLC). With the residential LLC, 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 following 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 building lasting friendships.

Sincerest thanks go out to Beth Roberts, our Administrative Assistant, for assisting with the updates to our handbook. Her contributions have paved the way for this handbook so that students and faculty will be better informed about UHC policies and practices. More importantly, Beth is an integral key to the success of our program. I am eternally grateful for her commitment and the myriad of ways she supports our UHC students and the overall program.

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



Elizabeth A. Thyrum, Ph.D., '86  
Director, Honors College  
Associate Professor, Department of Psychology

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## **Honors College Important Contacts**

Millersville University Honors College  
Location: Franklin House, 6 North George St., Millersville, PA  
Hours: Monday – Friday, 8:00am – 4:30pm  
<http://www.millersville.edu/honorscollege>

**Dr. Elizabeth A. Thyrum**  
Director, Honors College  
Franklin House 200  
Phone: 717.871.7553  
Email: [elizabeth.thyrum@millersville.edu](mailto:elizabeth.thyrum@millersville.edu)

**Beth Ann Roberts**  
Administrative Assistant, Honors College  
Franklin House 201  
Phone: 717.871.7552  
Email: [beth.roberts@millersville.edu](mailto:beth.roberts@millersville.edu)

**Michael Skros**  
Peer Mentor  
Email: [mpskros@millersville.edu](mailto:mpskros@millersville.edu)

**Alanna Bezas**  
Peer Mentor  
Email: [albezas@millersville.edu](mailto:albezas@millersville.edu)

## **Honors College Student Association 2020 – 2021 Officers**

**Phoebe Tanis**  
President  
Email: [petanis@millersville.edu](mailto:petanis@millersville.edu)

**Jessica Whittemore**  
Vice President  
Email: [jlwhitte@millersville.edu](mailto:jlwhitte@millersville.edu)

**Karla Arestegui**  
Treasurer  
Email: [kmarestegui@millersville.edu](mailto:kmarestegui@millersville.edu)

**Alyssa Coutts**  
Secretary  
Email: [amcoutts@millersville.edu](mailto:amcoutts@millersville.edu)

**Michael Skros**  
Public Relations Officer  
Email: [mpskros@millersville.edu](mailto:mpskros@millersville.edu)

**Cedrick Kazadi**  
Community Service Officer  
Email: [cekazadi@millersville.edu](mailto:cekazadi@millersville.edu)

**Laurel Blanchard**  
Fundraising Officer  
Email: [lsblanch@millersville.edu](mailto:lsblanch@millersville.edu)

**Elyse Clay**  
Special Events Coordinator  
Email: [enclay@millersville.edu](mailto:enclay@millersville.edu)

**Alanna Bezas**  
Community Building Officer  
Email: [albezas@millersville.edu](mailto:albezas@millersville.edu)

## **Other Important Contacts on Campus**

### **Admissions**

Location: Lombardo Welcome Center  
Hours: Monday – Friday, 8:00am – 5:00pm  
Phone: 717.871.4625  
Email: [admissions@millersville.edu](mailto:admissions@millersville.edu)

### **Career Services (ELCM)**

Location: Bedford House  
Hours: Monday – Friday, 8:00am – 5:00pm  
Phone: 717.871.7655  
Email: [careers@millersville.edu](mailto:careers@millersville.edu)

### **Office of Student Accounts**

Location: Lyle Hall, Room 246  
Hours: Monday – Friday, 8:00am – 4:30pm  
Phone: 717.871.5101  
Email: [osa@millersville.edu](mailto:osa@millersville.edu)

### **Registrar**

Location: Lyle Hall, 2<sup>nd</sup> Floor  
Hours: Monday – Friday, 8:00am – 5:00pm  
Phone: 717.871.5005  
Email: [registrar@millersville.edu](mailto:registrar@millersville.edu)

### **Financial Aid**

Location: Lyle Hall, Room 241  
Hours: Monday – Friday, 8:00am – 4:30pm  
Phone: 717.871.5100  
Email: [fa.mail@millersville.edu](mailto:fa.mail@millersville.edu)

### **Student Affairs**

Location: Lombardo Welcome Center  
Hours: Monday – Friday, 8:00am – 4:30pm  
Phone: 717.871.5714  
Website: [www.millersville.edu/saem](http://www.millersville.edu/saem)

### **Housing & Residential Programs**

Location: Lombardo Welcome Center  
Hours: Monday – Friday, 8:00am – 4:30pm  
Phone: 717.871.4200  
Email: [housing@millersville.edu](mailto:housing@millersville.edu)

### **Learning Services**

Location: Lyle Hall, Room 352  
Hours: Monday – Friday, 8:00am – 4:30pm  
Phone: 717.871.5554  
Email: [learning.services@millerville.edu](mailto:learning.services@millerville.edu)

### **Counseling Center**

Location: 3<sup>rd</sup> Floor Lyle Hall  
Hrs: Mon., Tues., Thur., Fri., 8:00am - 4:00pm  
Wed, 8:00am – 6:00pm  
Phone: 717.871.7821

### **Health Services**

Location: Witmer Building, 4 McCollough St.  
Hours: Monday – Friday, 8:00am-4:00pm  
Phone: 717.871.5250  
Email: [hservices@millersville.edu](mailto:hservices@millersville.edu)

### **Center for Health Education & Promotion**

Location: Cumberland House, 2 S. George St.  
Phone: 717.871.4141  
Email: [chep@millersville.edu](mailto:chep@millersville.edu)

### **Tutoring Center**

Location: Lyle Hall Room 355  
Hours: Monday – Thursday, 10:00am-4:30pm  
Friday, 10:00am – 3:00pm  
Phone: 717.871.7222  
Email: [TutoringCenter@millersville.edu](mailto:TutoringCenter@millersville.edu)

## **Part One: Prospective Students**

### **Honors College – A Community of Scholars**

The University Honors College (UHC) 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.

Admissions 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. Typically, students who have been admitted to the University, and have a GPA of 3.5 or higher, are in the upper 10-15% of their graduating class, or have a combined SAT score of 1150 or higher, will be invited to apply for admission to the Honors College. However, students who do not meet these criteria, but have a strong record of involvement, leadership, and service, 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 all four years. Freshmen who reside on campus are required to live in the Honors College Living Learning Community (LLC) during their first year. This requirement enhances the first year experience through living with like-minded students and strong community building efforts. After the first year, honors students may invite a non-Honors College friend to live in the Honors LLC with them. Also, after the first year, honors students may elect to go into the campus housing selection system and move out of the Honors LLC to another part of campus. The Honors College also provides additional academic support, advisement services and a mentoring community program. Many students appreciate the emphasis on faculty-student research opportunities, internships, and study abroad programs.

Our active Honors College Student Association (HCSA), a student run campus organization, 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, Baltimore 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 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. Inclusion of the Honors College, along with the honors thesis or creative project, on applications for graduate school, on resumes, and on applications for employment provides real benefits to our graduates and helps them stand out as they move forward with their careers.



## **How Do I Become an UHC Student?**

Invitations to the program are extended to entering freshmen who have a GPA of 3.5 or higher, combined SAT scores of 1150 or above or are in the top 10-15% of their high school class. We complete a holistic review that also considers level of high school coursework (e.g., honors, AP, dual enrollment, etc), involvement, leadership, and community service. Other motivated, interested freshmen, transfer students, and currently enrolled students are encouraged to apply for admission by contacting the Honors College at [honors.college@millersville.edu](mailto:honors.college@millersville.edu) or by calling 717.871.7552. 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 1 of each year. Prospective students are encouraged to contact 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 a GPA of 3.5 or higher, SAT scores of 1150 or higher or are in the top 10-15% of their high school class. Those students receive communications (i.e., email) from the Honors College that will encourage them to apply to the Honors College either by completing an online application or a phone interview. 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 by contacting [honors.college@millersville.edu](mailto:honors.college@millersville.edu) or calling the Honors College office at 717.871.7552. We conduct a holistic review of applicants' scores, GPA, level and types of high school coursework, extracurricular activities, leadership, and service.

### **Admission after Completing One or More Semesters at MU**

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. Contact the Honors College office at 717.871.7552 for an application.

### **To Remain in Honors College**

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, 3.2 in the junior year, and must have a 3.2 overall GPA and a 3.35 GPA in Honors coursework by graduation.

# **Aspects of MU's Honors College**

## **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 a work in progress. The objective is to enhance a challenging education based in the liberal arts, through special workshops and seminars, guest speakers, collaborations with other Honors Colleges, Honors required coursework, Honors electives, completion of graduate level coursework, and the Honors thesis experience.

## **Cultural Opportunities**

UHC has expanded cultural opportunities for students. Honors students have taken trips to Philadelphia, Washington, D.C., 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, Fulton Theater, and MU campus hosted events.

## **Living Learning Community**

MU's Housing and Residential Programs Office has been instrumental in assuring the success of the Honors Living Learning Community (LLC). In the past decade, we have more than quadrupled the number of students living in the Honors LLC, going from 26 Honors students to 125+ Honors students living together and enjoying the benefits of community life. Requiring freshmen to live in the Honors LLC, creating a structure of support with student mentors, two residence hall Peer Mentors, Honors RA's, and programming specifically for the Honors students, has been invaluable in increasing student enthusiasm for the living community and overall student success at MU. With the Honors students living as a community, there is ample evidence that the LLC experience is succeeding.

## **Community Service**

A key component of the Honors College requirements is community service. Our goal is to produce well-rounded young adults who understand the importance of giving back to their community and live out MU's EPPIIC values. To help instill this in our Honors students, all Honors students are required to complete three community service projects or events per semester. The event must be at least one hour in length to count as a community service credit. A single event or project that is over two hours will count as two community service credits. The Honors College provides ample opportunities for completion of service during the fall and spring semesters. However, students may also count their service that they complete for other clubs, organizations, courses, or at home in their communities.

## **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. For the University's policy on academic honesty, see:

<https://www.millersville.edu/about/administration/policies/pdf/academics/academic-policy-academic-honesty-and-dishonesty.pdf>

### **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 during their first and second years and a 3.2 for their remaining college career. **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 (and graduation medal), students must:

1. Earn a cumulative GPA of at least 3.2
2. Earn a minimum of 25 honors credits 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 also earn a grade of B- or higher in the senior thesis or creative project credits.
3. Maintain a GPA of 3.35 in all Honors coursework.
4. Student must complete and successfully defend an honors thesis or creative project.

### **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 consideration of 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 Credit in the Major**

With the approval of the Honors College Director and the consent of the instructor of record for a course, an Honors student may enroll in up to two courses (maximum of 6-8 credits depending on the major) in their department major and earn Honors credit. Courses related to the student's major or minor courses may also be eligible for Honors Credit in the Major. 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 the form must be approved by the Honors College Director. Visit the Honors College office to obtain the Honors Credit in the Major form. In addition, the form can be found on the Honors College website and D2L page.

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 students earning credit in their major. All steps in the formal approval process must be followed before a student enrolls in Honors Credit 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 details the nature of additional inquiry and work, and the added level of engagement, that merits Honors designation. Whenever possible, the student should consider how the additional work MIGHT lay the foundation for the thesis or might lead to community engagement or conference presentation.
3. A student and the instructor will sign the contract (Honors Credit in the Major form, located under "Resource – Content" in D2L) 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 keep the contract on file in the office.
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 the contract with a final grade of B- or higher.
6. After satisfactory completion of the course and grades have been posted by the Registrar's Office, the Honors College will notify the Registrar to convert these credits to Honors (H) designation. The Honors College will maintain a permanent record in the student's file.

## **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.
5. Any work that might lay the foundation or pave the way for a student's thesis or creative project.
6. Academic work that might lead to community involvement or conference presentation.

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

NOTE: To complete the UHC requirements in a timely fashion, students should plan on taking 9-12 honors credits in the first year and then 3-6 credits thereafter. In order to graduate with Honors, 25 credit hours of honors courses must be completed (effective Fall 2017).

### **Freshman Year:**

Required:

- Explorations in the History of Ideas (also counts as G3 gen ed requirement)
- Explorations in World Literature (also counts as G1 gen ed requirement)
- Lab Science
- Calculus or Statistics (does not need to be an honors “H” course)

Optional Electives:

- Honors English Composition
- Honors Speech Communication

### **Sophomore Year:**

- Explorations in the History of Ideas (if missed in freshman year)
- Explorations in World Literature (if missed in freshman year)
- Lab Science (if missed in freshman year)
- Calculus or Statistics (if missed in freshman year)
- Honors Electives and/or Honors Credit in the Major course
- 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 Perspective Course
- Honors Electives or Honors Credit in the Major – if needed

Second Semester:

- HNRS 489: Thesis – 1 credit
- Complete Thesis Prospectus, submit the Prospectus to HC Director, and form thesis committee (one thesis advisor and two additional members)
- Honors Electives, Honors Perspective, or Honors Credit in the Major – if needed

### **Senior Year:**

First Semester:

- HNRS 499: Thesis – 2 credits
- Defend Thesis
- Honors Electives, Honors Perspective, or Honors Credit in the Major – if needed

Second Semester:

- Submit “Application for Graduation” form
- Honors Electives, Honors Perspective, or Honors Credit in the Major – if needed

## **Capstone Experience – Honors Thesis**

Students in the University Honors College are required to complete a thesis as a 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 course.

A thesis may take a different shape and form, depending on the student’s 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. Students may complete the thesis or creative project within their major, minor, or in a completely different field. 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.

### **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 their 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 creativity in a written or visual medium.

### **Senior Thesis Guidelines**

The senior thesis is a 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, [www.millersville.edu/honorscollege/thesis](http://www.millersville.edu/honorscollege/thesis).

## **Thesis Library**

Housed in Franklin House, our Thesis Library is a complete collection of all Honors student theses. This library is available for current students to review for ideas and examples of how to write a thesis. Additionally, there is a complete collection of Honors theses in the MU Library.

## **Scholarship Opportunities**

The UHC offers 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 awards are based on both need and academic merit and may be tied to specific areas of knowledge, fields of study, service, and/or engagement. Students who complete community service credits and maintain high academic standards are given first preference for rewards and scholarships intended for upperclassmen.

Honors College Scholarships include:

- Honors College Freshmen Scholarship
- Beideman Honors College Fellowship
- Hoffman Family Endowment
- Luek Honors College Graduate Study Award
- Class of 1947 Endowment
- The Amy and Lee Dmitzak Honors College Endowment



## **Part Three: The Honors Experience**

### **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 curiosity and community service in its members.

### **Honors College Newsletters**

#### **University Research Newsletter**

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

#### **Honors Report**

The Honors Report is a monthly newsletter edited and published by Honors College students for Honors College students. The Honors Report includes upcoming events, timely information on academics and community, and peer spotlights.

### **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 direction as they prepare their future career plans. This program marks an important, unique direction for the UHC.

### **Honors College Communication**

In addition to the two Honors College newsletters, students receive announcements and information via Facebook, Instagram, Twitter, email, Remind, and D2L. It is important for Honors College students to check their Millersville email frequently. The Honors College does not use personal email addresses for communications.

### **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 semester.

## **Honors College Mentoring Communities**



The Honors College Mentoring Communities program matches incoming freshmen with an upperclassman mentor. This mentoring relationship begins before freshmen orientation and continues through the first year on campus to help ensure a smooth transition academically and socially. Each mentor/mentee pair is part of a larger Mentoring Community that is based on academic department/major. These Mentoring Communities meet monthly for increased support and interaction within each major. Mentors and mentees often continue to interact well after the first year and even up until and beyond graduation.

## **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. Honors students are required to complete six community service projects or events each academic year.

## **PASSHE Honors Summer Study Abroad**

As a member of the Millersville University Honors College, students are eligible to apply for the opportunity to spend several weeks in another country and earn honors credits.

Every summer since 1985, The Pennsylvania State System of Higher Education (PASSHE) 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 the 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.



### **Honors Society Memberships**



MU has chapters of the national honors societies, Phi Kappa Phi (PKP) and Omicron Delta Kappa (ODK). MU's Honors College works closely with both chapters to support their missions and has taken the lead on the induction of students into PKP. Many Honors College students are eligible to join and become leaders in both organization's local chapters. Membership in these chapters can lead to special scholarship opportunities as well as leadership roles.

### **National Collegiate Honors Council (NCHC)**



MU's Honors College is a longstanding member of NCHC, the national organization that sets standards for honors education. Through this organization, there are opportunities for students and faculty to participate in national level conferences and other programs as well as special scholarships.

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

- 1. Do I have to take Honors English 110 and/or Honors COMM 100?**
  - a. No, these courses are optional honors electives. If you take ENGL 110H or COMM 100H, both of these courses count toward the 25 credit hour minimum.*
  
- 2. Do I have to take Honors Calculus class on top of the Calculus requirements in my major?**
  - a. Absolutely not. Honors students are NOT required to take an honors math course. Rather, you need to satisfy the Honors College Math Proficiency: complete MATH 130 (Math Statistics) or MATH 161 (Calculus 1) or MATH 161H (Honors Calculus 1) with a B- or better. You should pick the math course what works best for you and your major. NOTE: only Honors (“H”) sections of math courses can count toward your 25 honors credits requirement .*
  
- 3. Isn't it going to take me forever to finish my Honors requirements and my General Educations requirements?**
  - a. No, you can fulfill both honors requirements and general education requirements at the same time. By meeting the core requirements in Honors, you can simultaneously fulfill General Education requirements. All the required Honors courses fit into General Education requirements (e.g., G1, G3, lab science, Perspective course, Advanced Writing).*
  
- 4. Can I graduate from the Honors College without writing/doing a thesis?**
  - a. 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. A thesis or creative project will also help you stand out when you apply for jobs.*
  
- 5. How do I write an Honors Thesis or complete a Creative Project?**
  - a. First, you should attend a thesis workshop designed for 2<sup>nd</sup> year students sponsored by the Honors College. In your sophomore or junior year, you'll need to find a thesis advisor so you can start putting together your thesis committee. The thesis committee consists of your thesis advisor (the person you'll work most closely with), and two other committee members. Your advisor will be helpful in identifying appropriate faculty. The advisor and committee help you design and execute your project. The committee reads drafts of your thesis and, when you are ready, you will defend your thesis – 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 advisor and department. The form to register for the thesis is available at the Honors College office. Your advisor and the Honors College will help you with the details. NOTE: be sure to submit your Thesis*

*Prospectus form to the Honors College early in the first semester that you are enrolled in thesis credits.*

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

- a. *No, 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 Courses harder than regular classes?**

- a. *Not necessarily. They are meant to be more research oriented, more engaging and to require more active participation and discussion 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. If I bring in AP credits, can those credits count as honors credits?**

- a. *No, only honors courses that you complete at MU with a B- or better (or transfer in from another college) can count as honors credits. If you bring in AP credits in English Comp, you will not be required to complete Honors English Comp. There are plenty of other honors courses you can select (e.g., 1. Honors Speech, 2. Honors electives such as Child Development, Macro Economics, Film; 3. Honors Credits courses, etc.)*

**9. What do Honors students do besides take Honors classes?**

- a. *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, act in theater productions, complete internships and study abroad programs, 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! Honors students are often the most involved students on our campus.*

Effective Fall Semester, 2018

**MILLERSVILLE UNIVERSITY**  
General Education Curriculum Guide (*Purple 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.
- Courses must be taken from at least two departments within each G1, G2, and G3 block.
- No more than two courses can be taken from any one department throughout the G1, G2, and G3 blocks.
- 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.**

G1 courses typically occur within the following departments: 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>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

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

G2 courses typically occur within the following departments: 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.

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

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

G3 courses typically occur within the following departments: 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.

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

## Additional General Education Requirements

### Foundations for Lifelong Learning (4 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, 316, 318, or 319).

**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 31X	_____	_____	_____

### Connections & Exploration Courses (minimum 9 credit hours)

**Guidelines/Prerequisites:**

1. First-Year Inquiry (FYI) Seminar – UNIV 103 (3 credit hours) or Open Elective (3 credit hours)
  - Open electives 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)
  - May be satisfied with approved courses from the major, the minor, the required related area, or general electives.
  - 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.
  - Early Childhood Education or Early Childhood/Special Education majors are required to take WELL 240.

<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 (3 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, EDUC 090, ENGL 010, MATH 090)

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

## HONORS COLLEGE CURRICULUM PLANNING SHEET



Millersville University  
HONORS COLLEGE

### Requirements for Graduating from the University Honors College

- Completion of a minimum of 25-Honors (H) credits
- A grade of B- or higher must be achieved in each honors course, including the thesis credits and Honor Option courses, in order for the credits to be counted toward the honors curriculum. A grade of B- or higher must also be achieved in the Honors College math proficiency course (MATH Stat or Calc)
- Overall GPA before the last semester (Transcript GPA on Degree Audit) must be at least 3.2
- GPA in Honors Courses must be at least 3.35
- Students achieving a final Overall GPA of 3.8 or higher will graduate from the University Honors College "With Distinction"

				Credits Earned	Grade Earned
<b>Honors Core Requirements (6 credits)</b>					
SSCI 203H	Explorations in the History of Ideas	(G3, W)	3 s.h.	_____	_____
ENGL 241H	Explorations in World Literature	(G1, W)	3 s.h.	_____	_____

### Honors Laboratory Science Requirement (4-6 credits)

Choose 1 set (or more) from the following:

BIOL 100/108H	General Biology/Honors Seminar	(G2)	4 s.h.	_____	_____
BIOL 101/108H	Found. Of Biology/Honors Seminar (Biology Majors Only)	(G2)	5 s.h.	_____	_____
ESCI 221H	Honors Physical Geology Lecture and Lab (No honors seminar accompanies this honors lecture and lab. This course will satisfy the Honors Lab Science requirement)	(G2)	4 s.h.	_____	_____
CHEM 112/113H	Intro Chemisty 2/Honors Seminar	(G2)	5 s.h.	_____	_____
PHYS 231/230H	Physics with Calc/Gen. Phys Seminar	(G2)	6 s.h.	_____	_____

NOTE: 1 credit Honors Seminar for any of the above may be taken either in the same semester as the Science Lecture/Lab OR during a later semester.

### Honors Perspective (P) Course Requirement (3 credits)

XXXX ###	Perspective (P) course with H designation	(P)	3 s.h.	_____	_____
----------	---	-----	--------	-------	-------

NOTE: Jr/Sr status required; may use Honors Option for P course if there is a P that is required or relevant for your major

### Honors Thesis/Creative Project or Research Internship (a minimum of 3 total thesis credits)

XXXX 489	_____		1 s.h.	_____	_____
XXXX 499	_____		2 s.h.	_____	_____

NOTE: Completion of at least 1 credit of 499 with a B- or better excuses the General Education Advanced Writing Requirement.

### Additional Honors Elective Courses to reach 25 total honors credits

ENGL 110H	Honors: English Composition	(G4)	3 s.h.	_____	_____
COMM 100H	Honors: Fundamentals of Speech	(G4, SPCH)	3 s.h.	_____	_____

\*NOTE: ENGL 110H and COMM 100H are not required; rather, they are optional electives.

XXXX ###	Honors Credit in Major			_____	_____
XXXX ###	Honors Elective or Honors Credit in Major			_____	_____
XXXX ###	Honors Elective or 500 level course (Grad level)			_____	_____

\*NOTE: More than one elective or 500 level course may be completed and count for 25 honors credits .

### Math Proficiency Requirement for Honors students

Choose 1 from the following depending on Math placement test:

MATH 130 *	or higher Elements of Statistics				
MATH 151*	Calculus for Management				
MATH 161*	Calculus 1				
MATH 163H	Honors Calculus 1		5 s.h.	_____	18

\*These credits do not count toward your 25 H (honors) credits, unless the Math course is labeled with an "H"; otherwise, the Math course simply satisfies the Honors College Math Proficiency Requirement.



## Approval Form

### Honors Credit in the Major

Under 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 12 credit hours with an Honors designation.

Date:

Name (print clearly):

M#:

Semester:

Department Major:

Course # and number:

Instructor of Record (print clearly):

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

Approvals:

\_\_\_\_\_ (instructor of record) – date:

\_\_\_\_\_ (student) - date:

\_\_\_\_\_ (Director of Univ. Honors College) – date:

## Honors Credits in the Major

With the approval of the Honors College (HC) Director and the consent of the instructor of record, an HC student may enroll in up to 2 courses (maximum of 6 or 8 credits depending on the major) in their department major (or a related course) and earn Honors credit. Prior to semester, the student must contract with the professor of record for the additional work and level of engagement that will justify Honors credit. The contract must be approved by the HC Director.

Rationale: To assure timely matriculation and to improve retention rates, the HC aims 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 HC students earning credit in their major. All steps in a formal approval process must be followed before a student is permitted to earn Honors credit. No additional compensation will be provided to the instructor of record.

### Process:

1. A student will consult with both the Director of the HC and the instructor of record.
2. A student will develop a formal contract with the instructor that spells out the nature of additional inquiry and work, and the added level of engagement, that merits Honors designation. The student must deliver the signed contract to the HC Director no later than two weeks\*\* into the start of the semester the student is enrolled in the course. \*\*exceptions to this timeframe can be made with prior approval by the Director of the Honors College
3. The HC Director will review and approve, if appropriate, the contract. The HC Director will communicate with the instructor of record to notify him/her of the approval.
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. After the completion of the course and the student has completed the terms of the contract and earned a B- or better, the Honors College will communicate with the Registrar's office about changing the credits to "H" credits. The HC will maintain a permanent record of the contract and the student's grade.

### 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 or technical writing, and constructive engagement of 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 could include the following activities beyond the normal course requirements:

1. Additional readings, project, studio work, 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, & materials presented in the class.
5. Incorporation of topics, explorations, or foundational activities that might serve as a preparation or foundation which may aid in preparation for the student's eventual honors thesis.

**MILLERSVILLE UNIVERSITY**  
**REQUEST FOR SPECIAL STUDY ASSIGNMENT**  
**PART 1: TO BE COMPLETED BY STUDENT REQUESTING SPECIAL STUDY**

Student Last Name	First Name	MI
MAX ID Number	Degree and Major	Expected Graduation Date
Local Address		Local Phone
Student Signature	Date	Email
Student Adviser Signature		Date
Student Adviser Information		
Please attach this form a justification for the student's needs for this course.		

**PART 2: TO BE COMPLETED BY COURSE INSTRUCTOR OR FACULTY SUPERVISOR**

<p>CHECK ONE:</p> <p><input type="checkbox"/> INDEPENDENT STUDY (ugrd -use 498; not for Honors Course)</p> <p><input type="checkbox"/> INDEPENDENT STUDY (grad – course number varies)</p> <p><input type="checkbox"/> INDEPENDENT STUDY (ugrd – use 489; for Honors Course)</p> <p><input type="checkbox"/> INDEPENDENT STUDY (ugrd – use 499; for Dept Honors Thesis)</p> <p><input type="checkbox"/> INDEPENDENT STUDY (ugrd – use 499, for Univ Hrs College Thesis)</p> <p><input type="checkbox"/> INDIVIDUALIZED INSTRUCTION (ugrd or grad – use catalog number)          (Includes Graduate Practicum or other course in the grad or ugrd catalogs that are not scheduled in the special study term)</p>	<p>SPECIAL STUDY COURSE INFORMATION          (print year)</p> <p>Fall _____ Summer 1 _____</p> <p>Spring _____ Summer 2 _____</p> <p>Winter _____ Summer 3 _____</p> <p><i>FACULTY SUPERVISOR/INSTRUCTOR</i>          Print name:          _____</p>	
<b>Subject &amp; Course Number</b> (ex. ENGL 489)	<b>Credits</b>	<b>Short Course Title/Topic</b> (ex. Writings of Jane Austen)

For the term indicated above, list the total number of independent study credits \_\_\_\_\_ and individualized instruction credits \_\_\_\_\_ you will supervise, including the credits on this form.

NOTES: A maximum of 9 student credit hours of independent study and a separate maximum of 9 student credit hours of individualized instruction may be supervised in any one term. This applies to fall, spring/winter or the entire summer term (including Summer 1,2, and 3 combined).

Faculty Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ MAX ID Number \_\_\_\_\_

**PART 3: SIGNATURES REQUIRED FOR APPROVAL AND PAYMENT AUTHORIZATION**

Chair of department in which study will occur	Date
Dean of College in which study will occur	Date

Estimated Cost: \_\_\_\_\_ For Registrar's Office use only: CRN \_\_\_\_\_  
 c: Registrar's Office 9/2015

# INSTRUCTIONS FOR PROCESSING "REQUEST FOR SPECIAL STUDY" FORM

Person Responsible	Steps Required
Student	1. Discusses proposed special study with course instructor or faculty supervisor. Completes PART 1, discusses plan with academic adviser and obtains adviser's signature.
Adviser	2. Discusses request with student, attaches a clear and detailed justification for the study and signs form (PART 1) if approved.
Instructor/Supervisor	3. Completes all information in PART 2 and signs form. Forwards form to department chair.
Department Chair	4. Chairperson of department offering course will review special study request form and faculty load information, sign form (PART 3) if approved, and forward form to dean of his/her school.
School Dean	5. Dean of school offering course will review special study request form and faculty load information, sign form (PART 3) to authorize payment of faculty member, and forward it to Registrar's Office for processing.
Registrar's Office	6. Process student's registration for special study assignment.  Notifies Bursar's Office if processing the special study results in a change to the student's billing status.  Distributes copies of approved special study forms as follows:  <div style="margin-left: 40px;">                     Faculty member supervising special study assignment                      Budget Office                      HR Technician in Provost's Office                 </div>
HR Technician in Provost's Office	7. Verifies student's registration for and/or completion of special study assignment. Completes the SSHE form for calculation of faculty payment and forwards it to the Payroll Office for processing.
Student	8. Settles any additional cost resulting from registration for special study credits.
Payroll	9. Processes SSHE form so that faculty member will be paid. Forwards a copy of completed payment form to the Budget Office.

## University Honors College Thesis Prospectus Form - 2019

**This form serves as an official notice of intent to pursue a thesis in completion of requirements in the University Honors College. This form is not a substitute for the form used to register for thesis credit. Rather it creates a record within the University Honors College and helps in tracking student progress. Please submit this form when you register for thesis credits, at the same time you present a copy of your registration form to the University Honors College. Note: students registering for the Honors thesis should always include the "H" designation with the course number.**

Date: \_\_\_\_\_

- Student name  
(print): \_\_\_\_\_

I have reviewed the University Honors College guidelines for a thesis/creative project.

Student signature: \_\_\_\_\_

Thesis Topic (print): \_\_\_\_\_

- **Attach a statement of proposed area of study & methodology (1-2 paragraphs).**
- Which semesters do you plan to register for thesis credits? Which course #s will you register for and how many credits for each course #?

\_\_\_\_\_ (course #), \_\_\_\_\_ # credits, \_\_\_\_\_ (semester)

\_\_\_\_\_ (course #), \_\_\_\_\_ # credits, \_\_\_\_\_ (semester)

(for example, PSYC 489H, 1 credit, Fall 2019 and PSYC 499H, 2 credits, Spring 2020)

Thesis advisor (print): \_\_\_\_\_ Date: \_\_\_\_\_

Thesis advisor signature: \_\_\_\_\_

Honors College Director signature: \_\_\_\_\_

**Millersville University Honors College Community Service**

To Whom It May Concern:

As part of MU Honors College requirements, all students must complete 3 community service projects (at least one hour in length per project) each semester. Please provide information related to the activity the student participated in, so we may count it for our records.

Student Name (print) -

Service Project (describe duties) -

Length of Project (hours/mins) -

Date -

Organization Name / Sponsor of Project-

Signature of Service Project Supervisor -

Printed Name:

Contact phone #:

Thank you. Please return to Beth Roberts (Honors College Admin Asst – Franklin House, Rm 201)  
or Jeremiah Shillingburg (Community Service Chair; South Village Rm 410D)

**Millersville University Honors College Community Service**

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Printed Name:

Contact phone #:

Thank you. Please return to Beth Roberts (Honors College Admin Asst – Franklin House, Rm 201)  
or Jeremiah Shillingburg (Community Service Chair; South Village Rm 410D)

## **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 to 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](mailto: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

### **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 second floor of Lyle Hall. Questions or concerns about FERPA are to be directed to the Registrar.