



Millersville University

Honors College

Student/Faculty Handbook 2021/22

<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 2021, there were more than 290 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 shared Living and 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 through having fun together.

Sincerest thanks go out to Beth Roberts, our Administrative Assistant, for assisting with the updates for our handbook as well as her coordination of our program. Her contributions to this handbook will allow students and faculty to be better informed about UHC policies and practices. Most importantly, Beth is integral to the success of our program. I am eternally grateful for her commitment and the myriad of ways she supports our UHC students.

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



Elizabeth 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

Beth Ann Roberts

Administrative Assistant, Honors College

Franklin House 201

Phone: 717.871.7552

Email: beth.roberts@millersville.edu

Alanna Bezas

Peer Mentor

Email: albezas@millersville.edu

Jessica Hetrick

Peer Mentor

Email: jmhetri1@millersville.edu

Honors College Student Association 2021 – 2022 Officers

Karla Arestegui

President

Email: kmareste@millersville.edu

Michael Skros

Vice President

Email: mpskros@millersville.edu

(Position in Open)

Treasurer

Email:

Brian Fodale

Secretary

Email: bjfodale@millersville.edu

(Position is Open)

Public Relations Officer

Email:

Leah Freeman

Lindsey Diamond

Community Service Officer

Email: lpfreema@millersville.edu

Indiamon@millersville.edu

Alanna Bezas

Fundraising Officer

Email: albezas@millersville.edu

Madison Whitcomb

Special Events Coordinator

Email: mnwhitco@millersville.edu

(Position is Open)

Community Building Officer

Email:

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

Office of Student Accounts

Location: Lyle Hall, Room 246
Hours: Monday – Friday, 8:30am – 4:00pm
Phone: 717.871.5101
Email: osa@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

Housing & Residential Programs

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

Counseling Center

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

Center for Health Education & Promotion

Location: Cumberland House, 2 S. George St.
Hours: Monday – Friday, 8:00am – 4:30pm
Phone: 717.871.4141
Email: chep@millersville.edu

Career Services (ELCM)

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

Registrar

Location: Lyle Hall, 2nd Floor
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: 717.871.5005
Email: registrar@millersville.edu

Student Affairs

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

Learning Services

Location: Lyle Hall, Room 352
Hours: Monday – Friday, 8:00am – 5:00pm
Phone: 717.871.5554
Email: learning.services@millersville.edu

Health Services

Location: Witmer Building, 4 McCollough St.
Hours: Monday – Friday, 8:00am-4:00pm
Phone: 717.871.5250
Email: hservices@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 offered admission to the University, and are in the upper 10-15% of their graduating class, have a GPA of 3.75 or higher, or have a combined SAT score of 1150 or higher (if reported, not required), will be invited 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. There is no cost associated with applying to or being a student in the Honors College. 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, student-led 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, Baltimore and Washington, D.C., students may have access to free tickets to events in MU's two Performing Arts Centers as well as 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. Inclusion of the Honors College on the students' transcript, resume, applications for graduate school, and applications for employment provides real benefits to our graduates. The honors thesis or creative project enhance students' portfolios that are presented to possible employers or graduate programs.

How Do I Become an UHC Student?

Invitations to the program are extended to entering freshmen who have a GPA of 3.75 or higher, combined SAT scores of 1150 or above (if submitted, no or are in the top 10-15% of their high school class. Other motivated, interested freshmen, transfer students, 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 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 3.75 or higher, SAT scores of 1150 or higher or are in the top 10-15% 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. 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, 3.20 in the junior year, and must have a 3.20 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, 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 those on our campus as well as the Lancaster Symphony Orchestra and the Fulton Theater.

Living Learning Community

The University Housing office has been instrumental in assuring the success of the Honors Living Learning Community (LLC). Since 2006, we have nearly quadrupled the number of students living in the Honors LLC. In the past decade, we have gone from 26 Honors students to 125+ 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 have 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 10 community service hours per academic year. Service events are regularly advertised to honors students by the Honors College as well as the Honors College Student Association. Students may count service they complete through other campus clubs, service learning in courses, and community organizations.

Diversity, Equity and Inclusion

The Honors College wishes to promote Diversity, Equity and Inclusion (DEI) among its students, as it is important to Millersville University that everyone is welcomed and feels accepted into campus life. This leads to the Honors College having a goal to prevent discrimination of any kind to any person. We celebrate our *Diversity*, as it is an asset to Millersville University's community and campus. This is done through promotion of friendliness, mingling, and collaboration among our students, along with students outside of the Honors College. By students meeting each other in and out of class, differences are highlighted as a uniqueness that encourages individuality, rather than distinction. We also emphasize *Equity*, which is being kind and impartial to everyone as a form of acceptance, whether it is through procedures, processes, and distribution of resources. Lastly, we promote *Inclusion*, or accepting and welcoming everyone, by taking steps to ensure that everyone truly feels invited and at home within the community.

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 to 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 3.20 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 Honors College graduation medal), students must:

1. Earn a cumulative GPA of at least 3.20
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 serves 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 also be able to help on other advising matters, when appropriate.

Honors by Contract

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 as a way to earn Honors credit. Courses related to the student's major or minor courses may also be eligible for Honors by Contract. Prior to registration, the student must contact the professor of record to discuss additional work and level of engagement that will lead to Honors credit, complete the Honors by Contract form, and then submit the form to the Honors College Director for approval by the end of the 4th week of the semester in which the course is being taken. This 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 (or related courses). 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. (This is a suggestion, not a requirement.)
3. A student and the instructor will sign the contract (Honors by Contract form) 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 and a B- or better is earned for the final course grade.
5. 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 by Contract

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 courses that count for Honors credit. In general, standards should be articulated and the work load defined in ways that are appropriate to the course subject matter. Honors credit could 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 related to the course that might lay the foundation or pave the way for a student's thesis or creative project.
6. Academic work that might lead to relevant 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.

Freshman Year:

Required:

- Explorations in the History of Ideas
- Explorations in World Literature
- Honors Lab Science
- Calculus or Statistics (does not need to be an honors "H" course)

Optional Electives:

- English Composition
- 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 by Contract course
- Attend Honors Thesis Workshop and focus on finding a thesis topic and a thesis advisor

Junior Year:

- Honors Electives and/or Honors by Contract courses

First Semester:

- Discuss thesis topic with thesis advisor
- Honors Perspective Course

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)

Senior Year:

- Honors Electives or Honors by Contract – if needed

First Semester:

- HNRS 499: Thesis – 2 credits
- Defend Thesis

Second Semester:

- Submit "Application for Graduation" form

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 one’s 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 students in the fine and performing arts might choose to engage in an appropriate creative experience that also includes a written document related to the 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*.

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 dive into a subject and to demonstrate originality and creativity in research, methodology and creativity in a written or visual medium. For more information regarding the senior thesis project, please visit our website, www.millersville.edu/honorscollege/thesis.

Thesis Library

Housed in Franklin House, our Thesis Library is a complete collection of all Honors student theses presented by discipline. This library is available for current students to review for ideas and examples of theses.

Scholarship Opportunities

The UHC offers a limited number of scholarships to new and current students. There are 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, field of study, and/or engagement. Students who complete community service credits and maintain high academic standards are given first preference for awards 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

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. All Honors students may attend HCSA meetings and participate in their special events and service projects.

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 the Honors College Director, 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, faculty, and alumni spotlights.

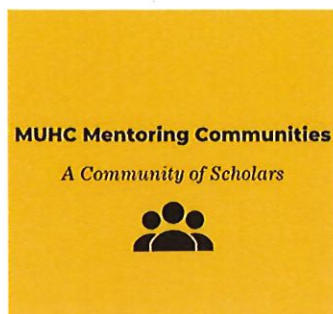
Honors College Communication

In addition to our 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 upper classman 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. 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 both on and off campus.

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 ten hours of service 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.

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 then in another country.

Two honors students from each of the 14 State System Universities are selected to participate. 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.

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 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 that 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 Education requirements?
 - a. *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?
 - a. *No. You must write a thesis or complete 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 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 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 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. Also, 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. 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 by Contract 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. Honors students also participate in the student organization, Honors College Student Association (HCSA), and their associated events.*
- Also, Honors students are members of 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, 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. <u>ENGL 110</u>	<u>English Composition</u>	<u>3.0</u>	<u> </u>
2. <u>COMM 100</u>	<u>Fundamentals of Speech</u>	<u>3.0</u>	<u> </u>
3. <u>MATH</u>	<u> </u>	<u> </u>	<u> </u>
4. <u>ENGL 31X</u>	<u> </u>	<u> </u>	<u> </u>

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 BSB 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. <u> </u>	<u> </u>	<u> </u>	<u> </u>
2. <u> </u>	<u> </u>	<u> </u>	<u> </u>
3. <u> </u>	<u> </u>	<u> </u>	<u> </u>

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. <u> </u>	<u> </u>	<u> </u>	<u> </u>

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. <u> </u>	<u> </u>	<u> </u>	<u> </u>
2. <u> </u>	<u> </u>	<u> </u>	<u> </u>
3. <u> </u>	<u> </u>	<u> </u>	<u> </u>

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



Requirements for Graduating from the University Honors College

- Completion of a minimum of 25 Honors (H) credits (These are a substitution for non-Honors courses.)
- 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
Honors Core Requirements (6 credits)					
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	(G2)	5 s.h.	_____	_____
(Biology Majors Only)					
ESCI 221H	Honors Physical Geology Lecture and Lab	(G2)	4 s.h.	_____	_____
(No honors seminar accompanies this honors lecture and lab. This course will satisfy the Honors Lab Science requirement)					
CHEM 112/113H	Intro Chemistry 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 by Contract 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 by Contract			_____	_____
XXXX ###	Honors Elective or Honors by Contract			_____	_____
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.	_____	_____
*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.					

Honors by Contract - Approval Form

Under special circumstances, students enrolled in the University Honors College may pursue honors credits by contract. Courses at the 200 level or above will be considered appropriate. Students must have already earned a minimum of 9 credit hours with an honors designation and be a 2nd year student (or beyond). (On occasion, first year students may pursue this option with special permission of the HC Director. Also, a 100 level course may be considered for this option if the course is needed/helpful for the student's program of study)

Date:

Name (print clearly):

M#:

Semester the course will be completed:

Major:

Course # and name:

Describe proposed work required to earn Honors credits (use a separate sheet if necessary):

Approvals:

_____ (instructor of record – print name) – date:

_____ (instructor of record - signature)

_____ (student – print name) - date:

_____ (student – signature)

_____ (Director of Univ. Honors College) – date:

Honors by Contract (formerly "Honors Credits" option)

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 major (or minor or related field/dept) as a way to earn honors credits. With permission from the Honors College Director, additional courses may also be turned into honors credits in the event that the student's curriculum prevents them from taking other honors elective courses. Prior to the semester the course of interest is being offered, the student must contact the professor of record to discuss possible additional work and the level of engagement that will justify honors credit. The signed contract (next page) must be submitted no later than the end of the 4th week of the semester the student is enrolled in the course so that it can 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 for completion of University and program requirements. This policy does not affect courses that carry a formal H designation. This policy only applies to Honors by Contract credits. All steps in a formal approval process must be followed before a student is permitted to earn honors credit. No additional compensation is provided to the instructor of record.

Process:

1. The student will consult the Instructor of Record for the course in which the student is interested in earning honors credits. The student should be a 2nd year student and have earned 9 honors credits prior to the start of the proposed "Honors by Contract" course and select a 200+ level course in the major, minor, or related field/dept for Honors by Contract. (Note: On occasion, 1st year students may pursue this option with special permission of the HC Director. Also, a 100 level course may be considered, with permission of the HC Director, if the course is needed/helpful for the student's program of study)
2. The student will develop a formal contract with the instructor that spells out the nature of the additional inquiry/work and the added level of engagement that merits honors credits. The student must send the contract on the next page (signed by both the student and the instructor) to the HC Director no later than the end of the 4th week of the semester the student is enrolled in the course. (Note: exceptions to this timeframe can be made with prior approval by the Director of HC)
3. The HC Director will review and approve, if appropriate, the signed contract. The contract will be maintained with the student's Honors College file. The HC Director will communicate with the instructor of record to discuss the contract if there are any concerns or points that need to be clarified.
4. 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 for the Student and Faculty - Criteria for Honors by Contract

University Honors courses require a deeper level of engagement, analysis, and expression than non-honors courses. HC encourages critical thinking and interpretation, refined creative or technical writing, and 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 the course that will be converted to honors credits via "Honors by Contract". In general, standards should be articulated and the work load defined in ways that are appropriate to the course subject matter. Honors credit could include any of the following activities (or others as determined by the instructor of record) beyond the normal course requirements:

1. Additional readings, project, presentation, 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 or creative product that engages issues, problems, & materials presented in the class.
5. Exploration of topics or foundational activities that might benefit the student's eventual honors thesis.

University Honors College Thesis Prospectus Form

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 at the beginning of the first semester you register for thesis credits. 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 #	# of Credits	Semester

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

Thesis advisor :

Date:

Thesis advisor signature: _____
(advisors may insert an image of their signature)

Honors College Director signature: _____

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

CHECK ONE: ☐ INDEPENDENT STUDY (ugrd -use 498; not for Honors Course) ☐ INDEPENDENT STUDY (grad – course number varies) ☐ INDEPENDENT STUDY (ugrd – use 489; for Honors Course) ☐ INDEPENDENT STUDY (ugrd – use 499; for Dept Honors Thesis) ☐ INDEPENDENT STUDY (ugrd – use 499, for Univ Hnrs College Thesis) ☐ 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)	SPECIAL STUDY COURSE INFORMATION (print year) <table style="width: 100%;"> <tr> <td>Fall _____</td> <td>Summer 1 _____</td> </tr> <tr> <td>Spring _____</td> <td>Summer 2 _____</td> </tr> <tr> <td>Winter _____</td> <td>Summer 3 _____</td> </tr> </table> <i>FACULTY SUPERVISOR/INSTRUCTOR</i> Print name: _____	Fall _____	Summer 1 _____	Spring _____	Summer 2 _____	Winter _____	Summer 3 _____
Fall _____	Summer 1 _____						
Spring _____	Summer 2 _____						
Winter _____	Summer 3 _____						
<table style="width: 100%;"> <tr> <td style="width: 33%;">Subject & Course Number (ex. ENGL 489)</td> <td style="width: 10%;">Credits</td> <td style="width: 57%;">Short Course Title/Topic (ex. Writings of Jane Austen)</td> </tr> </table>	Subject & Course Number (ex. ENGL 489)	Credits	Short Course Title/Topic (ex. Writings of Jane Austen)				
Subject & Course Number (ex. ENGL 489)	Credits	Short Course Title/Topic (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 | <p>6. Process student's registration for special study assignment.</p> <p>Notifies Bursar's Office if processing the special study results in a change to the student's billing status.</p> <p>Distributes copies of approved special study forms as follows:</p> <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. |

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.*

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.