



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EGB-1 **Establishing Guidelines for the Honors Program**

APPROVED: July 2, 2001 **REVISED:** December 18, 2014
Year of last review: 2021
AUTHORIZING BOARD POLICY: EGB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To establish guidelines for student participation in and for the administration of the El Paso County Community College District (EPCCCD) Honors Programs, to establish criteria for awarding Honors credit, and to outline procedures for program administration. The Honors Program is an instructional program.

PROCEDURE:

The terms below will be used in conjunction with the procedure statement as follows:

1. Honors Program - The Honors Program is an instructional program in which students are recognized for their outstanding academic achievement. The program will work with Honors faculty* to designate Honors on the student's transcripts with an "H" next to classes completed for Honors credit. Honors credit can only be awarded for college credit courses (transfer and vocational/technical) and cannot be awarded for pre-collegiate (developmental) courses or continuing education courses.
2. Honors Designation - Honors students who earn 15 or more Honors credits in three different subject areas will have the designation "**with College Honors**" placed on their transcripts and diplomas. Honors students enrolled in certificate programs who earn 15 or more Honors credits will have the designation "with College Honors" placed on their transcripts and Certificate of Completion. The student must have a final cumulative grade point average of 3.25 and be in Good Academic Standing with the College in order to receive this designation.
3. *Honors Program Student/Faculty Contract* (attached to this College procedure EGB-1, *Establishing Guidelines for the Honors Program*) - Students who are accepted into the Honors Program should initiate a contract with a faculty member to receive Honors credit. A student may choose to do multiple contracts in a semester. However, in order to receive the Honors credit for a course, the student must meet the course objectives/competencies and meet the additional objectives required by the faculty member for Honors credit. The District Honors Program Coordinator and/or Honors Council (defined in "Program Administration," Section II, below) reserve the right to require rigorous standards for *Student/Faculty Contracts* and for the approval on Honors Program Contracts. Upon completion of the course, the faculty member will submit an *Honors Program Student/Faculty Agreement Completion Form* recommending whether or not the student should receive Honors credit. To receive Honors credit for the class, the student must complete the course with a grade of "A" or "B".

PROGRAM ADMINISTRATION:

- I. The administrative structure of the Honors Program shall be as follows:
 - A. The Vice President of Instruction and Workforce Education is identified as the administrative and budget head for the Honors Program.
 - B. The District Honors Program Coordinator will administer the Honors Program on a day-to-day basis. The Honors Program Coordinator must be a full-time **tenured** faculty member. The Coordinator will be selected by the Vice President of Instruction and Workforce Education through a formal application or petition.
 - C. Faculty members designated as Honors faculty must provide current information regarding their credentials if required or requested.

*Note: The word "faculty" denotes instructors, counselors and librarians.

- D. Honors Program office support personnel will assist the District Honors Program Coordinator with clerical and other duties.
- II. The District Honors Program Coordinator, and the Administrative Liaison designated by the Vice President of Instruction and Workforce Education will plan Honors Program activities. They will make final determinations regarding matters such as Honors Program procedures, student and faculty grievances, students with a special circumstance(s), program changes, or other matters which the Honors Coordinator may deem necessary.
- III. The District Honors Program Coordinator will assist with the development and/or maintenance of Honors Program articulation agreements with other colleges and universities and oversee the reciprocity of Honors credit.
- IV. The District Honors Program Coordinator will also be responsible for the following:
 - A. Complete and update the *Honors Program Faculty Manual* on a regular basis, in order to keep faculty members informed of changes in the Honors Program.
 - B. Provide consultation and training for faculty interested in the Honors Program.
 - C. Develop Honors Program workshops for EPCC Faculty Development Week in the fall and spring semesters.
 - D. Develop workshops and/or seminars of interest to Honors Program students.
 - E. Assist in the recruitment of students for the Honors Program.
 - F. Conduct classroom and/or public presentations promoting the Honors Program.

STUDENT ACCEPTANCE INTO THE HONORS PROGRAM:

- I. The Honors Program is open to all students enrolled in college level academic or technical/vocational credit courses. Students who want to participate in the Honors Program must meet **one** of the following criteria:
 - A. Students must have completed 12 hours of college level, non-developmental course work, with a cumulative grade point average (G.P.A.) of 3.25 on a 4.0 scale. This is to coincide with the Board's policy in relation to the President's and Dean's List.
 - B. Transfer students may apply to the Honors Program. A transfer student should have completed 12 hours of college level work (non-developmental) at another accredited institution with a cumulative G.P.A. of 3.25 on a 4.0 scale.
 - C. New students may be admitted into the Honors Program based on academic performance test scores and high school transcript verifying completion of a recommended/advanced high school curriculum. The following scores will be used:
 - 1. ACT – Composite score of 23 or higher with a minimum of 19 on both the verbal and mathematics test.
 - 2. SAT – Combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and mathematics scores.
 - 3. Demonstrated advanced academic performance on any mandated state standardized test.
 - D. New student graduated in the top 15% of his or her high school graduating class.
 - E. New students who have submitted transcripts to the College verifying completion of a recommended/advanced high school curriculum.
 - F. Dual credit and early high school students who meet the Honors Program criteria may participate.
 - G. El Paso Community College course work will supersede other Honors Program criteria for acceptance.
 - H. Other documented advanced academic performance upon review by the Honors Program Coordinator.

- II. An Honors Program application may be categorized as one of the following:
 - A. Accepted - Student has met one of the Honors Program criteria for acceptance.
 - B. Not Accepted - Student has not met the Honors Program criteria. A student in this category may reapply to the Honors Program but will not be considered until the required 3.25 cumulative GPA and 12 academic hours have been met.

STUDENT PARTICIPATION IN THE HONORS PROGRAM:

Students who want to participate in the Honors Program must comply with all the following criteria:

- I. The student must maintain both a cumulative **and** semester GPA of a 3.25. The Honors Program shall monitor the G.P.A. and disqualify any student whose G.P.A. drops below the required 3.25.
- II. Students who are placed on Academic Probation will not be able to continue to contract for Honors credit until the student is back in Good Academic Standing and has brought up his/her cumulative and semester grade point average to the required 3.25.
- III. Students on Academic Suspension cannot participate in the Honors Program.

HONORS CREDIT:

- I. A student earns Honors credit when the following steps are completed:
 - A. A student must have an *Honors Program Student Application* (attached to this College Procedure EGB-1) approved for participation by the District Honors Program Coordinator and *Honors Program Student/Faculty Contract(s)* on file in the Honors Program Office (also attached to this College Procedure EGB-1).
 - B. The Honors Program contract must be submitted to the Honors Program Office by the eighth week of the fall and spring semesters, the second week of the mini-summer session, and the fifth week of the 10-week summer session. Instructors planning to monitor and award Honors credit for student work during the summer should contact the Honors Program Coordinator for approval.
 - C. The student will contact an instructor(s) and complete an *Honors Program Student/Faculty Contract* for Honors credit. The instructor will establish the required objectives which the student must meet in order to receive Honors credit.
 - D. Special projects will be considered for Honors credits.
 - E. A Student/Faculty Contract may be cancelled by a student or instructor at any time during the semester. The instructor or student must notify the Honors Program Office of the cancellation. The District Honors Program Coordinator can also cancel a contract if a student does not meet the Honors Program criteria.
 - F. The *Honors Program Student/Faculty Contract* enables a student to expand the academic dimensions of a course by introducing new material and by allowing the student to go into greater depth than normally required. The Honors Program contract must include activities that require appropriate research, organization, analysis, synthesis, judgment/interpretation to emphasize the critical thinking process. Relevant, nontraditional activities are also open for consideration. The *Honors Program Student/Faculty Contract* will be supervised by the course instructor, who will meet regularly with the Honors student.
 - G. At the end of the semester, the faculty member will receive an *Honors Program Student/Faculty Agreement Completion Form* (attached to this College Procedure EGB-1) that must be submitted to the Honors Program Office listing the final grade and certifying whether or not the student met the objectives of the *Honors Program Student/Faculty Contract*.
 - H. *Honors Program Student/Faculty Agreement Completion Forms* must be submitted to the Honors Program Office for approval by the District Honors Program Coordinator. The Honors Program Office will provide completion forms to the Honors faculty at least two weeks prior to the end of the semester. The Completion Forms should be returned to the Honors Program Office by the end of the semester when official course grades are due. At the discretion of the Honors faculty member, the completion form may be submitted within 40 days of the end of the semester, depending on the nature of the project.

- I. A memorandum from the Honors Program Office will be generated listing all the students who will be receiving Honors credit. The memorandum will be submitted to the Office of Admissions and Registration, which will then record an “H” next to the class(es) for which the student will receive Honors credit.
- J. Honors credit will **not** be given retroactively for a course(s) in which there was no *Honors Program Student/Faculty Contract* approved during the semester in which the course(s) was taught.
- K. Verbal agreements between students and instructors will **not** be honored.
- L. Honors credit will be used as a tiebreaker in the ranking process for students competing for a seat in an EPCC Allied Health Occupations Program(s) of their choice. (See College procedure FB-7 *Specialized Admissions Requirements for Programs in Health Careers and Nursing*)

HONORS PROGRAM CONVOCATION:

- I. An annual Honors Program Convocation will be organized and scheduled during the spring semester to recognize students in the Honors Program for their achievements.
 - A. Students will be awarded the following recognition based on the number of Honors credits awarded:
 - 1. Certificate
 - 2. Pins
 - 3. Trophies
 - 4. Plaques
 - 5. Scholarships (if available)
 - B. Honors Program faculty will also be recognized at the Honors Program Convocation for their participation and contributions to the Honors Program.
- II. Graduating Honors students may receive special recognition at the fall and spring College graduation ceremonies.
 - A. Recognition may include stoles, tassels, and/or other forms of acknowledgment.
 - B. Students who have never completed Honors credit cannot receive special recognition at the Honors Program Convocation or at the College’s graduation ceremonies.

ANNUAL REPORT:

- I. The District Honors Program Coordinator will develop goals and objectives to be submitted to the Vice President of Instruction and Workforce Education at the beginning of the academic year.
- II. At the end of the spring semester, the District Honors Program Coordinator will prepare and submit an annual report to the Vice President of Instruction and Workforce Education, through the Administrative Liaison, detailing program accomplishments and progress made in relation to the yearly goals and objectives. Other areas that should be included in the annual report are student recruitment and participation, budget matters, the annual Honors Program Convocation, personnel matters, program activities, recommendations, and other information. The annual report is used as a planning tool for the following academic year and as a source of documentation and information for the College.



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HONORS PROGRAM



Student Application

NAME _____ STUDENT ID#: _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

PHONE _____ E-MAIL _____

MAJOR _____ Have you previously attended another college(s) Yes No

If, yes, name the institution(s) _____

PLEASE RESPOND TO THE FOLLOWING QUESTION (USE A SEPARATE SHEET IF NECESSARY):

How will the Honors Program benefit you? _____

Student Signature _____

Date _____

Providing this information is optional and will be used for reporting purposes only.

Race/Ethnicity	Age: _____
<input type="checkbox"/> White (non-Hispanic)	<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Hispanic/Latino	HS Grad <input type="checkbox"/> GED <input type="checkbox"/>
<input type="checkbox"/> Asian/Pacific Islander	Marital Status <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> D
<input type="checkbox"/> African American	Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Native American/Alaskan	EPCC Grade level:
<input type="checkbox"/> Multi-Racial	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore

FOR OFFICE USE ONLY	
COORDINATOR'S ACTION:	
Current Cumulative G.P.A. _____	Academic Credits _____ Date Ent. _____
Recommendations:	<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted
Comments: _____	

COORDINATOR'S SIGNATURE _____	DATE _____

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NOTE: The word "faculty" denotes instructors, counselors and librarians.



For College Procedure EGB-1:
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HONORS PROGRAM STUDENT/FACULTY CONTRACT



NOTE: The student must apply and be officially accepted into the Honors Program prior to developing this Student/Faculty Contract. Please contact the Honors Program Office at 831-2331 to verify that the student is eligible to participate in the program.

THIS FORM MUST BE SUBMITTED BY THE EIGHTH WEEK OF THE FALL AND SPRING SEMESTERS.
Contracts can be cancelled at any time by notifying this office.

Student Name: _____ **Student ID#:** _____
(Please print)

Email address: _____ **Telephone #:** _____

****This section to be completed by the Professor:***

AGREEMENT

This Student/Faculty Contract will be completed concurrently with the requirements set in the course.

Course: _____ **Campus:** _____ **Semester:** Fall 10 week Sum I
(Prefix & No.) Spring _____ Sum II
(date)

Instructor: _____ **Email & telephone #** _____ **Mailbox Location** _____
(Please print) (Campus)

Objectives: In addition to satisfying the course objectives/competencies, the student must complete the project, or additional assignments described below to receive Honors Credit.

Please be as specific as possible on the objectives to be fulfilled: _____

Schedule of mentor/student conferences: _____

Criteria for evaluating the work: _____

Instructor's Signature _____ **Date** _____

Student's Signature _____ **Date** _____

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Date Received _____ **Date Entered** _____

Application Status: Accepted Not accepted

Coordinator's Signature _____ **Date** _____

Original (HP Files)

Yellow (Instructor)

Pink (Student)

Revised 9/18/08

NOTE: The word "faculty" denotes instructors, counselors and librarians.

The EPCCCD does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.



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HONORS PROGRAM

STUDENT/FACULTY AGREEMENT

COMPLETION FORM



PLEASE REVIEW THE INFORMATION ON THIS FORM AND MAKE ANY CORRECTIONS NECESSARY.

NOTE: DO NOT GIVE THIS FORM TO THE STUDENTS FOR SUBMISSION TO THE HONORS PROGRAM OFFICE, BUT SHOULD BE SUBMITTED BY THE INSTRUCTOR EITHER VIA INTERCAMPUS MAIL OR IN PERSON.

STUDENT'S NAME

STUDENT ID

COURSE

SEMESTER

INSTRUCTOR

CAMPUS

DID THE STUDENT MEET THE OBJECTIVES AS STATED IN THE *HONORS PROGRAM STUDENT/FACULTY CONTRACT?*

YES NO

WHAT WAS THE STUDENT'S FINAL OVERALL GRADE? _____

INSTRUCTOR'S SIGNATURE

DATE

The Honors Program Office is located at the Valle Verde Campus in room A1314. If you have any questions or comments, please contact 831-3150 or 831-2331.

Thank you.

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