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## College and Departmental Honors Plans

The Honors and Undergraduate Research Advisor Committee establishes the following provisions for college and departmental honors programs to be proposed, reviewed and included on official university transcripts.

**Honors Requirements:** A college or departmental honors program that wishes to have its honors designation indicated on the official transcripts of the students who complete its honors plan needs to meet the following minimum requirements:

At least 18 honors credits in the college or departmental honors plan:

- At least 12 honors credits in the student's college (for a college honors plan) or in the requirements for the student's major and/or minor (for a departmental honors plan);
- At least 6 honors credits in courses or types of courses chosen by the academic unit (college or department), these may be but are not required to be outside the college (for a college plan) or outside the courses required for the student's major and/or minor (for a departmental plan);
- At least 3 honors credits of the 18 required honors credits in a 400-level or above (graduate courses accepted) course, including 491H or 485H research or independent study;
- No more than 6 honors credits in 491H and 485H combined.
- No more than 6 honors credits of graduate courses registered for undergraduate credit (600-level).

At graduation a student must have a cumulative Texas A&M GPR of at least 3.5 and a cumulative honors GPR of at least 3.25.

Any college or department may require additional credits and/or have other additional requirements in its honors plan.

If a departmental program does not wish certain or any core curriculum courses to count towards its 12 honors credits in the requirements for the student's major, they may either explicitly exclude those courses/requirements or specifically list required honors courses or honors courses to choose from to total 6 honors credits or more.

Programs should have a plan for handling situations a student's GPR falls below a 3.5 in a given semester, either for probation or dismissal.

Programs should have a clear policy regarding grades of F\*, which indicate academic dishonesty.

Departments are not required to offer a minor with honors, but may choose this option. If a department wishes to offer a minor with Honors, please contact us for the appropriate guidelines.

**Procedures for Transcript Designation:** To have the college or departmental honors distinction placed on official transcripts, the appropriate college or departmental official should send a memorandum through the Executive Director of Honors and Undergraduate Research to the Registrar listing the names and identification numbers of students who have completed the requirements for the particular honors distinction. That memorandum should be submitted during the semester when the students will complete their undergraduate degrees. Upon receipt of the memorandum, Honors and Undergraduate Research will verify that each student has the requisite grades: a) at least a cumulative Texas A&M GPR of 3.5 and b) at least a 3.25 cumulative honors GPR. Upon verification of the students GPRs, Honors and Undergraduate Research will forward the memo to the Registrar's Office, which will place the appropriate Honors designation on the transcript.

**Proposing a College or Departmental Honors Plan:** A proposal for a college or departmental honors plan should be written in sufficient detail to establish that it fulfills the requirements listed above. A departmental plan must have the approval of the department chair and the academic dean for the college. A college plan must have the approval of the academic dean for the college (consultation with the faculty of the departments within the college, especially coordinators or directors of existing departmental programs is expected). The proposal should then be sent to the Executive Director of Honors and Undergraduate Research, who will place the proposal on the agenda for the Honors and Undergraduate Research Advisory Committee. The committee will decide whether to approve the proposal, and the Executive Director will inform the academic unit submitting the proposal of the Committee's decision and any relevant discussion.

**Qualified College and Departmental Honors Plans:** Links to approved programs can be found at

<http://honorsprograms.tamu.edu>

**Publicizing College and Departmental Honors Plans:** Honors and Undergraduate Research will inform students, faculty, undergraduate advisors and other interested individuals about all college and departmental honors plans at Texas A&M University that are designated on university transcripts. Information on such plans will be included on the Honors and Undergraduate Research website, in its publications, presentations and honors student advising. Departments and colleges are encouraged to use similar means to inform students of the availability of their honors plans.

**Freshman Common Honors Entry Application requirement:** All programs are expected to participate in the Common Honors Flyer and Common Honors Entry website. The website provides a single location for information on all TAMU Honors

Programs and a single entry to applications (if applicable) to all programs that offer admission to incoming freshmen. Programs may link to the website from their page.

**For additional information:** Please contact Dr. Suma Datta, Executive Director at [sumad@tamu.edu](mailto:sumad@tamu.edu) or Jon Kotinek, Associate Director for Honors at [jkotinek@tamu.edu](mailto:jkotinek@tamu.edu). Honors and Undergraduate Research, MS 4233. (979) 845-1957 phone.