

Student Handbook 2018-19



HUTTON
HONORS COLLEGE

Hutton Honors College
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Welcome from the Dean

Dear Hutton Honors College Student,

Welcome to Indiana University and to the Hutton Honors College! I am delighted you have joined the HHC community. During your tenure at the HHC you will have the opportunity to take interdisciplinary courses, to do focused research with specific faculty members, to participate in intellectually engaging and fun extracurricular activities, and to travel abroad on one of IU's overseas study programs, if you so choose.

The staff and I would like you to make the most of the HHC, so we have assembled this handbook as a guide to our resources. The handbook contains a variety of information including how to contact us, how to obtain the Hutton Honors Notation, how to take advantage of curricular and extra academic offerings, and how to apply for grants and awards. It also outlines the rules governing membership in the Hutton Honors College and describes some of the expectations we have for HHC students.

I hope you find the handbook useful. Naturally, do not hesitate to contact me or other staff at the Hutton Honors College if you have any questions about this handbook or about the HHC, generally.

I wish you every success, now and throughout your undergraduate career, and I hope to see you soon at Hutton events or meetings.



Andrea Ciccarelli
Dean, Hutton Honors College
Provost Professor, Italian Studies

HHC Communication Guidelines

Your IU e-mail address has been assigned to you as the appropriate mechanism for official communication within the university.

Hutton Honors College faculty and staff will be sending official communications to HHC students by e-mail with the full expectation that students will read these messages in a timely fashion.

The HHC has five official HHC e-mail distribution lists: freshman, sophomore, junior, senior, and fifth-year. Your official IU e-mail address has been added to one of these lists. We have done our best to make sure you have been added to the correct list. If you find that you have been placed on the wrong list, or you cease to be a member of the HHC, please contact Bryce Campbell at bgfichte@indiana.edu.

PLEASE NOTE THE FOLLOWING:

- These distribution lists are for official HHC business only.
- **Please read carefully ALL messages sent to you**, as they will contain important information regarding advising, registration, HHC special programs and extracurricular activities, various scholarship and grant opportunities, and HHC meetings and events. We are careful to use these lists only for official business.
- Messages will be sent to you from authorized HHC senders only. If you would like to reply to a message, **please reply to the sender or to the entity specified in the message.**
- We also want to be sure you understand that subscription to HHC distribution lists is required as part of your HHC membership. Therefore, **REMOVAL OF YOUR E-MAIL ADDRESS FROM HHC E-MAIL DISTRIBUTION LISTS MEANS YOU WILL NO LONGER BE A MEMBER OF THE HUTTON HONORS COLLEGE.**
- **Please update your local (Bloomington) and permanent (home) addresses in One.IU now and any time you have a change of address.** We begin sending out mailings very early in the Fall semester each academic year, so it is extremely important that your addresses be kept current: <https://one.iu.edu>
- If you have any questions or concerns about our HHC distribution lists, please contact Bryce Campbell at bgfichte@indiana.edu.

The above information will also be sent as an introductory e-mail message to all new and returning HHC students.

Hutton Honors College Website

We encourage all HHC students to visit our website on a regular basis at: <http://www.hutton.indiana.edu>. Our website includes information about HHC courses, extracurricular activities, service programs, special events, and funding opportunities, as well as campus and other announcements.

Academic Requirements for Membership and Good Standing in the HHC

Requirements for Membership and Good Standing

- To meet the academic course requirement in the HHC, you must successfully complete **two approved honors courses by the end of your sixth semester.**
- To maintain membership in the HHC, **all students must carry a cumulative GPA (CGPA) of 3.40 or higher.** Your CGPA will be reviewed at the end of your freshman year and in succeeding academic semesters.
- Students will also be required to participate in one HHC sponsored or co-sponsored event each year. (Students studying abroad for an entire academic year will be exempt from this requirement during the year they are away.)
- Failure to sign the HHC Student Contract by the end of the first semester of your freshman year may exclude you from membership in the HHC.

Conditional Membership

- Students achieving below a 3.40 during their first year who wish to remain in the HHC for a second year must meet with an HHC advisor to discuss options and to agree on the terms of a contract to work towards reaching the required CGPA. The signed contract will be filed in the HHC advising office. Students who do not complete a contract will no longer continue as members of the HHC.
- If, at the end of the second semester of the freshman year, or at the end of any semester thereafter, a student's CGPA falls below a 3.40, the student's membership in the HHC becomes "conditional" upon signing a CGPA contract in consultation with an academic advisor.
- Students with conditional membership in the HHC are eligible to register for HON-H courses, participate in extracurricular programs at the HHC, meet with HHC advisors, and live on Honors Residential floors in residence halls. However, conditional members of the HHC are not eligible for HHC scholarship renewal or for HHC undergraduate grants (including Hutton International Experiences Program grants, research grants, etc.) because these scholarships and grants require a CGPA that is higher than the minimum CGPA for good academic standing in the HHC.

Dismissal

- All HHC students must have a 3.40 CGPA at the end of the junior year in order to be eligible to graduate from the HHC. Students with a CGPA less than 3.40 are dismissed from the HHC; conditional membership is not an option for students after the end of the junior year.
- A conditional member of the HHC has a maximum of two semesters to obtain the minimum CGPA of 3.40. A student failing to achieve at least a CGPA of 3.40 at the end of this time period is dismissed from the HHC. Hence, for example, a student who is designated a conditional member of the HHC at the end of his/her second semester of freshman year must obtain a 3.40 or higher CGPA by the end of the second semester of sophomore year or he/she is dismissed from the HHC.
- The HHC may dismiss any student whose CGPA falls dramatically below 3.40 any given semester. This is justifiable, in part, because the prospects of raising a low CGPA to the minimum 3.40 level may be poor.

- Students who have been dismissed from the HHC may be reinstated once their CGPA rises to at least 3.40. All students who seek reinstatement and who have the requisite minimum CGPA of 3.40, must apply for reinstatement with an HHC academic advisor.
- Students dismissed from the HHC are ineligible to register for Hutton Honors College courses. Extracurricular programs remain open to dismissed students. Advising by HHC advisors remains open to dismissed students. Membership in Honors Residential communities, including actual residence on an honors floor, may be suspended for students who are dismissed from the HHC, though suspension of a living arrangement on an HRC floor will generally not occur between fall and spring semesters.
- All students dismissed from the HHC are eligible to appeal their dismissal to the dean of the Hutton Honors College. An appeal must be made within three weeks (21 days) after an email has been sent by the HHC to the student alerting the student to his/her dismissed status. Decisions by the dean are final and may not be appealed. An appeal to the dean may be made in the form of an email that explains:
 - The circumstances for the student's failure to maintain a minimum CGPA of 3.40
 - The student's reasons for seeking to maintain membership in the HHC
 - A detailed plan for returning to good academic standing in the HHC

Please note that grades earned in courses at another Indiana University campus may contribute toward the CGPA (including for the purpose of determining academic standing in the HHC). Grades earned at other institutions, however, are not counted toward an IU CGPA.

Note: See Code of Conduct for other requirements to maintain good standing in the Hutton Honors College.

HHC Scholarship Renewal Requirements

If you have been offered and have accepted a Hutton Honors College Scholarship as a freshman, renewal of your scholarship is automatic for a further three academic years if you:

- maintain full-time student status (minimum of 12 credit hours per semester*) on the Bloomington campus
- remain a member in good standing of the Hutton Honors College
- maintain a cumulative grade point average of **3.40** or above
- take **three** 3-credit-hour approved honors courses for a letter grade (not pass/fail) during your first four semesters at IU Bloomington
- attend at least one approved cultural and/or educational activity** each year you are granted the scholarship.

****Seniors in their final semester of study are not required to enroll full-time to maintain scholarship eligibility.***

*****These include all special events and extracurricular activities sponsored by the Hutton Honors College; all events and recitals in the IU Jacobs School of Music; all events at the Musical Arts Center (MAC) and Lee Norvelle Theatre and Drama Center; most events at the IU Auditorium; and most special events sponsored by other IU schools and departments.***

The Hutton Honors Notation (HHN) in the Hutton Honors College

As a member of the Hutton Honors College, you have the opportunity to earn the Hutton Honors Notation (HHN). The HHN, a distinction recorded on your diploma and transcript, signifies outstanding performance in a broad range of courses.

To earn the HHN, students must

- ✓ complete **18** hours of approved, graded honors credits:
 - **At least two courses must be 3-credit-hour HON-H courses offered by the HHC** (e.g. HON-H 211, HON-H 234).
 - HON-X 298 Honors Research will not count toward the 18 hours unless approved in advance by the HHC dean; please note that HON-X 298 may NOT be used to fulfill the HON-H course requirement referenced above.
 - An additional 12 credit hours may be earned from the following:
 - Other HON-H courses offered by the HHC (one-credit HON-H 299 or HON-H 300 discussion sections paired with approved three-credit departmental courses will result in a total of 3 credit hours toward the notation, but will NOT fulfill the HON-H course requirement).
 - Approved honors courses from other departments or schools listed with the HHC. For honors courses that carry more than 3 credit hours, students may count the entire number of hours per course toward the HHN.
- ✓ complete **for credit one high-impact course or experience**:
 - High-Impact courses and experiences share several traits. They:
 - enable deeper learning inside and outside of the classroom
 - lead to meaningful interactions with faculty and students
 - encourage collaboration with diverse others
 - Examples of high-impact courses or experiences include study abroad, research projects, Service Learning courses, creative projects, internships, and teaching assistantships.
 - Please see the Honors College advisors for possible high-impact courses and experiences.
- ✓ maintain at least a **3.40 GPA** for the 18 credit hours counting towards the HHN, with no course grade lower than a C (courses taken satisfactory/fail do not count toward the HHN), and have a cumulative GPA of at least **3.40** at the time of graduation
- ✓ submit an application for the HHN to the Hutton Honors College prior to October 1st for December graduation or April 1st for May, June, or August graduation

NOTE: You must keep track of the HHN courses/credits you are completing, as well as your progress toward earning the notation. An HHC advisor can help you with your plans to fulfill the HHN requirements.

Hutton Honors College Opportunities

The Hutton Honors College (HHC) will benefit you in direct proportion to your involvement. We provide many opportunities, but you need to take advantage of them to make the most of your membership in the HHC community.

Enroll in Honors classes: We recommend that you take at least one HON-H course in your first year at IU. This is a great opportunity to get to know a member of the HHC faculty and a small group of honors students. Because these courses are usually limited to about 20 students, you can explore a fascinating topic in depth. In addition, consider enrolling in honors courses within IUB's many academic units. These are generally smaller courses taught by veteran faculty, and many provide opportunities for research or more intensive study.

We also offer grants, study abroad opportunities, student organizations, service opportunities, Honors Residential Community housing, Honors Councils in the residence halls, participation in our literary magazine, and extracurricular events. **Be sure to read your official HHC email daily for a guide to opportunities and refer to the descriptions on our website for more information:** <https://hutton.indiana.edu/community/index.html>.

Honors Academic Advising

The role of Hutton Honors College (HHC) advisors is to help you plan your degree and inform you of the resources available from the HHC and IU Bloomington. Advisors will help you navigate your way through the university system and make the most of your time here.

*The Hutton Honors College strongly recommends that all HHC students meet with an HHC advisor each academic year. **Every freshman is required to meet his or her assigned HHC advisor at least once during the first semester of enrollment.** For Direct Admit students, this includes the option to attend Group Advising meetings. For University Division students, however, they are required to schedule a one-on-one appointment with their HHC advisor to prepare for registration for the second semester of enrollment. Direct Admit students should be sure to meet with their major departmental advisor.*

1. General Advising Appointments (any semester)

- Learn how to take advantage of HHC programming, extracurricular activities, and funding opportunities
- Confirm that your AP and other special credits have been recorded
- Consider whether dropping and/or adding a course is advisable; review drop/add deadlines
- Review the Hutton Honors Notation (HHN) requirements
- Confirm the requirements for renewing your HHC scholarship if you were awarded one
- Review your degree requirements, plan for subsequent semesters, and discuss how HHC-listed courses may fit in
- Discuss options and strategies if your CGPA drops below 3.40, you are having difficulty in a course, or have questions about other academic issues

2. Required Enrollment Appointments for UD STUDENTS ONLY (October-November)

- Confirm that you are completing admission requirements for your major
- Indicate whether you are interested in earning the Hutton Honors Notation (HHN)
- Discuss the courses you plan to enroll in for spring
- Ask for the advising hold on your registration be removed

*You are responsible for knowing all deadlines for dropping and/or adding classes. These deadlines are provided, online, in the IU Bloomington *Enrollment and Student Academic Information Bulletin* at: <http://enrollmentbulletin.indiana.edu/pages/index.php>. A conference with your advisor should be scheduled well in advance of the deadlines.

To schedule an academic advising appointment:

Schedule online via the Student Appointment Scheduler at One.IU

OR

Call our receptionist at (812) 855-3555

Code of Conduct

Hutton Honors College students are expected not only to excel academically, but also to conduct themselves honorably. The IU Bloomington *Code of Student Rights, Responsibilities, and Conduct* outline standards to be met by all Indiana University students. We count on all HHC students to be fully conversant with the code, to understand its rationale, and to comply with it.

The code is available at www.studentcode.iu.edu.

As a condition of membership in the HHC, we ask you to sign a contract pledging adherence to the code: <https://contract.hutton.indiana.edu>. By your signature, you will also be authorizing the Office of the Dean of Students to share with the HHC any information that office will collect if you violate the code. Any serious academic or personal misconduct may lead to dismissal from the HHC and loss of scholarships administered by the HHC.

SAMPLE

Hutton Honors College Student Contract

<https://contract.hutton.indiana.edu>

The purpose of this contract is to make explicit the expectations the Hutton Honors College (HHC) has for you as a student committed to the pursuit of excellence in every aspect of your academic and personal life.

1. I shall schedule appointments to meet with my HHC advisor as described in the [HHC Student Handbook](#). (○ I agree)
2. I understand that I must maintain at least a **3.40** cumulative GPA and successfully complete **two approved honors courses by the end of my sixth semester** (junior year). (○ I agree)
3. I understand that I shall abide by the academic requirements to remain in good standing in the HHC as described in the [HHC Student Handbook](#). (○ I agree)
4. I understand that subscription to HHC distribution lists is required as part of my HHC membership. (○ I agree)
5. I agree to comply with the standards of behavior outlined in the [IU Bloomington Code of Student Rights, Responsibilities, and Conduct](#). (○ I agree)
6. I authorize the Dean of Students to share information with the Hutton Honors College if I am charged with any infraction of the code. (○ I agree)
7. As a member of the HHC, I shall maintain the highest standard of integrity in both my academic and personal behavior. (○ I agree)

My digital signature below affirms that I understand and agree to abide by the terms and conditions outlined in the [Hutton Honors College Student Handbook](#), the [Code of Student Rights, Responsibilities, and Conduct](#), and the requirements described in this contract.

Digital Signature

Note: Your digital signature on this contract confirm your membership in the Hutton Honors College. Failure to submit this contract by the end of the first semester of your freshman year may exclude you from membership in the HHC.

SAMPLE