

Student Handbook 2023-24



HUTTON HONORS COLLEGE

INDIANA UNIVERSITY

Bloomington



Rebecca Spang
Dean
Hutton Honors College

Contents

Welcome from the Dean	1
Staff Directory	2
Communication Guidelines and Website	3
Requirements for Membership and Good Academic Standing	4-5
Scholarship Renewal Requirements	6
Hutton Honors Notation Requirements	7
HHC Opportunities	8
Honors Academic Advising	9
Code of Conduct	10

Welcome from the Dean

Dear Students,

Welcome to Indiana University and the Hutton Honors College! Each and every one of you had a stellar record in high school and we are excited to help you build on those strong foundations. As Dean, my job is chiefly to recruit faculty, structure the curriculum, and represent the Hutton Honors College to the campus and community at large. But I also teach small HON-H seminars, because teaching and getting to know students has always been my favorite part of being a professor. I hope these challenging, interdisciplinary courses will become your favorite part of being a student!

IU Bloomington is a very big place and it's easy to feel lost at the beginning or as if you will never find "your people." Our aim at the Hutton Honors College is to make campus feel a little bit smaller and to help you build networks and friendships across and between areas of study. Some of you are finance majors, some of you are pre-meds; some of you love learning languages or making art or playing an instrument. You all have things to learn from each other. Your college experience will be so much richer for having met fellow students with interests different from your own.

The HHC has a lot to offer you and this handbook is an introduction to the many resources available. We have money to help support study abroad; we have multiple student organizations; we want you to attend and help steer our extracurricular events. This handbook also contains contact information, a reminder that you must use your IU e-mail address, requirements for the Hutton Honors Notation, and information on applying for grants and awards.

Please take time to look through this handbook and feel free to contact me or other staff members if you have any questions or concerns. We want you to succeed, we want you to "make the world a better place" (in Mr. Hutton's words), and we want you to make new friends and study new subjects.

I look forward to meeting you soon.

Rebecca L. Spang

Rebecca L. Spang

Dean, Hutton Honors College

Distinguished Professor of History, College of Arts & Sciences

Hutton Honors College Staff Directory
(812) 855-3555

Administrative Staff

Rebecca L. Spang
Dean
rlspang@indiana.edu

Bryce Campbell
Scholarship Coordinator
bgfichte@indiana.edu

Lynn Cochran
Assistant Dean
lcochran@indiana.edu

Laura Felicetti
Director, Admissions
lfelicet@indiana.edu

Paul Fogleman
Director, National Scholarships and Awards
pfoglema@iu.edu

Sarah Fogleman
Cox Research Scholars Program
sfspangl@indiana.edu

Jeff Heerdink-Santos
Director, International Experiences & Undergraduate Grants
jfheerdi@indiana.edu

Becky Steele
Director, Academic Administration & Operations
rsteele@indiana.edu

Advising Staff

Zilia Balkansky-Selles
Academic Advisor
zestrada@iu.edu

Tara McLeod
Academic Advisor
stmcleod@iu.edu

Braden Mishler
Academic Advisor
brmishle@iu.edu

Khalfan Mohammed
Associate Director of Academic Advising
khmohamm@indiana.edu

Laria Miller
Graduate Assistant
lashmill@iu.edu

Melody Lynch-Kimery
Graduate Assistant
memlynch@indiana.edu

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.**
- **Subscription is required as part of your HHC membership.**
- **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.**
- If you have any questions or concerns about our HHC distribution lists, please contact Bryce Campbell at bgfichte@indiana.edu.

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.

Conditional Membership and Dismissal

- Students achieving below a 3.40 at the end of the first or second year will be placed under conditional membership and will need to meet with an academic advisor. If the student remains below a 3.40 CGPA at the end of the subsequent year, they will be dismissed from the Honors College.
- 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.
- 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. **If the student is pursuing the honors notation, the student must meet with an advisor to discuss dismissal concerns.**
- 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 shall dismiss any student whose CGPA falls below 3.00 any given year. This is justifiable, in part, because the prospects of raising a low CGPA to the minimum 3.40 level are poor. **Students who wish to appeal this decision can meet with an honors advisor.**

- 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 will not be available to dismissed students. For University Division students, they will be assigned an advisor with UD in place of their previous HHC advisor. 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:
 - o the circumstances for the student's failure to maintain a minimum CGPA of 3.40
 - o the student's reasons for seeking to maintain membership in the HHC
 - o 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 undergraduate 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 (*CGPA's are checked once per year in May after spring semester grades have been recorded*)
- For Metz Scholarship and Erlen Scholarship recipients only: students must also complete the FAFSA every year to verify federal financial need is greater than zero.

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

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.

Student Organizations and Service Opportunities: Make a difference by getting involved! Shape your Hutton Honors College experience with impactful service that connects you to your fellow students and the greater community. Build friendships and create experiences that are meaningful and fulfilling. Explore our many student organizations at: <https://hutton.indiana.edu/community/student-organizations/index.html>.

Honors Residential Community: Make friends and build a community by living in an HRC! With floors in each residential neighborhood at IU, you can find an HRC that fits your preferences. Your floormates will share your intellectual motivation as well as your quest for fun. Feel supported in your academic pursuits while enjoying movie nights, ice cream socials, and lively discussion with your floor community. Learn more by visiting: <https://hutton.indiana.edu/community/hrc.html>.

Extracurricular Programming: Expand your IU experience with HHC extracurricular programs. Engage with distinguished campus visitors, IU faculty, and community leaders during discussion events. Broaden your interests by attending special campus tours, cultural and arts events, and workshops. Volunteer to serve on our planning committee to help bring these programs to life. Learn more at: <https://hutton.indiana.edu/community/extracurricular-programming.html>.

Study Abroad Opportunities: Participate in high-impact honors overseas learning experiences through the Hutton Honors Study Abroad programs. Through these programs, participants focus on topics related to globalism and its effect on societies across the world. Visit: <https://hiep.indiana.edu/hhsa/index.html>.

Grant Funding: The HHC offers thousands of dollars in grants each year to encourage all qualified IUB undergraduates to explore and innovate! Grants are available to pursue research activities, write a thesis, work an internship, participate in a conference, and more! Funding is also available for students earning credit or participating in an independent travel opportunity overseas through the Edward L. Hutton International Experiences Program (HIEP). Visit the Grants & Awards webpage for important details and application deadlines: <https://hutton.indiana.edu/funding/grants/index.html>.

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.