

Academic Advisor: \_\_\_\_\_



## Honors Program Acknowledgment – Continuing or Transfer Students

The Honors Program (the “Program”) is open to continuing or transfer students enrolled in one of Berkeley College’s bachelor’s degree programs. Students must meet the requirements below in order to participate in the Program. Students who successfully complete the Program will receive the Honors Scholar distinction on their Berkeley College transcripts and diplomas. The distinction will be noted next to each student’s name in the Commencement booklets. Each student will also receive an Honors Scholar cord to be worn over his or her gown at Commencement.

Honors seminars are held at select New York and New Jersey campuses. Each student will be assigned to a particular location and learning community. Learning communities will meet approximately once a week. Students must register for Honors seminars through their academic advisors.

**The Honors Program requires continuous, consecutive enrollment over three terms.**

### I. Requirements.

1. Meet with their academic advisor and discuss the Program standards and responsibilities.
2. Maintain a minimum cumulative grade point average (GPA) of 3.5. If an Honors student’s cumulative GPA falls below 3.5, the student will be placed on Honors Probation at the start of the next semester. Students will have two (2) semesters to bring their cumulative GPA up to 3.5 (the “Probationary Period”). Students who fail to meet this academic standard may result in dismissal from the Honors Program. Dismissal includes termination of all Honors designations and privileges (including but not limited to, the Honors scholarship, Honors Student status, and Honors designations on the diploma). The Honors scholarship will be removed at the beginning of the next semester following the Probationary Period. Please note that dismissal from the Honors Program does not mean dismissal from Berkeley College.
3. Pass three Honors seminars: HON3310, HON4400, and HON4410. **Honors seminars must be completed in consecutive order over three terms**, unless an exception is granted by the Honors Program Director (“Director”). Failure to complete the Honors seminars consecutively may result in dismissal from the Program.
4. **Students must complete a total of 30 community service hours.** Complete and document a minimum of ten (10) hours of community service per term or 30 hours over three consecutive terms while enrolled in HON3310, HON4400, & 4410. All community service activities must be unpaid. Such activities may be provided at any Berkeley College campus, organization, community agency, or special event approved by the Director. Students must document their community service hours using the Honors Program Community Service Verification e-FORM.
5. Successfully write and present an Honors thesis at the Honors Symposium under supervision of a faculty member in connection with HON 4410 Directed Research. Students who fail to write and/or present their Honors thesis papers will be dismissed from the Program.

### II. Program Participation Letters

The Director may provide participation letters upon request to students who are dismissed from the Program for failure to meet one or more of the requirements. Such letters shall state that the student participated in the Program but did not complete it in its entirety.

I acknowledge that I have read and understand the requirements for the Honors Program.

_____ Student Signature	_____ Date	_____ Print Name
_____ Parent Signature (if student is under 18)	_____ Date	_____ Print Name