

**Cochise College
Administrative Policy**

**Category: Instruction
Policy Number: 3018
Title: Honors Program**

Cochise College shall provide an ongoing Honors Program. An Honors Program will enhance the College's mission of teaching and learning.

**Procedure 3018.1
Definitions**

- A. Honors Committee - A standing committee of faculty, staff and students responsible for the coordination and direction of the Honors Program.
- B. Honors Course - A new Cochise College approved course containing creative academic ideas and content extending beyond current college curriculum.
- C. Honors Contract - A contract between an Honors Mentor instructor and student within a Cochise College course. An Honors Contract must contain creative ideas extending beyond normal academic course content.

**Procedure 3018.2
Composition of Honors Committee**

The Honors Committee will be composed of representatives from the faculty, staff and students of Cochise College. The Vice President for Instruction/Provost (VPI/Provost) will designate and appoint all Honors Committee members. The Honors Committee may recommend to the VPI/Provost candidates for the appointment to the Honors Committee.

The College President and VPI/Provost are ex officio standing members of the Honors Committee. All members of the Honors Committee serve at the pleasure of the College President or designee. Terms of membership on the Honors Committee are voluntary.

Exceptions to this policy will be handled on a case by case basis by the committee.

**Procedure 3018.3
By-Laws and Officers**

The Honors Program shall have written bylaws as approved by the College President or designee. The Honors Committee shall annually elect a chairperson, vice-chairperson and secretary-treasurer. All meetings will be conducted under Robert's Rules of Order.

Procedure 3018.4
Authority and Accreditation

The Honors Committee shall have initial approval of all Honors courses. All Honors courses must then be approved through the College's normal curriculum process, including any other appropriate College committees, administrators and the Governing Board of Cochise College.

The Honors Committee shall have final approval of all Honors Contract proposals and projects recommended for Honors designation at Cochise College.

The Cochise College Honors Program shall maintain membership in good standing with appropriate national and regional Honors accreditation organizations. The Cochise College Honors Committee may also undertake liaisons with other Honors committees and organizations.

Procedure 3018.5
Admissions to Program/ Posting of Grades

- A. Admission to Honors Program. The Honors Program's bylaws specify admission requirements.
- B. Transcripts and Grades. Upon successful completion of an Honors Course or Contract; the College's Registrar shall assign an appropriate designation indicating the course was completed for honors. The designation assigned by the Registrar shall not affect a student's grade point average.
- C. The Honors Committee is responsible, at the end of each semester and summer session, for promptly reporting to the VPI/Provost and College Registrar the names of students and specific courses completed for honors designation.

Procedure 3018.6
Termination of Honors Contract or Course

A student taking a course with an Honors Contract may terminate the Honors Contract at any time. However, termination of the contract in no way alters or affects a student's obligation to complete all course work to receive credit for the course.