Introduction
This document contains the rules for participation in the MSU Redwine Honors Program. It supersedes all earlier versions of the handbook. This edition reflects the transitional version of the program wherein three types of students are represented: Grandfathered Honors students (students who are remaining under the Honors criteria), Transition to Redwine students (students who were under the Honors criteria but are transitioning to the Redwine Honors criteria), and Redwine students (students who are entering the program under the Redwine Honors criteria).

Although the Redwine Honors Program support structure will assist you in completing the program requirements, only you are fully aware of your individual circumstances. If you want to remain an active member of the Redwine Honors Program in good standing and be designated as an Honors Program graduate, you are ultimately responsible for fulfilling the conditions in this handbook. In every instance, if you have questions, please consult with the Redwine Honors Program staff for clarification.

Mission Statement
The Redwine Honors Program at Midwestern State University is designed to bring out the best in academically talented students and to serve as a core of academic excellence within the university community. Through an enriched liberal arts core curriculum and upper-level interdisciplinary courses, the program strives to achieve three goals:

- To provide an academically and personally challenging home for gifted students where they can become part of a mutually challenging and supportive community of scholars.
• To nurture these high achievers so that they can contribute to the intellectual experience of the entire university community.
• To provide a special academic place where new ideas, faculty innovation, activities, and cultural events may be explored in a small, controlled setting which serves as a laboratory for the entire university.

The Redwine Honors Program enhances the overall academic quality at the university by recruiting and retaining highly qualified students and developing them into productive citizens and loyal alumni. The Redwine Honors Program is available to students in all majors at Midwestern State University.

Benefits

• Each Grandfathered Honors student in good standing will receive a scholarship of $2000 per year to be posted to the student’s account at $1000 for the fall semester and $1000 for the spring semester for up to eight semesters. Redwine and Transition students will receive a scholarship of $4000 per year to be posted to the students’ accounts at $2000 for the fall semester and $2000 for the spring semester for up to eight semesters.

• Grandfathered Honors, Redwine, and Transition students have the same early registration privileges as seniors and graduate students.

• Grandfathered Honors, Redwine, and Transition students may reside on the Honors Floor, the fourth floor of McCullough-Trigg Hall, on a space available-basis. The Honors Floor holds twenty-four students and a resident assistant.

• Grandfathered Honors, Redwine, and Transition students who complete all of the program requirements receive recognition as an Honors Program graduate on their official transcripts, diplomas, and at commencement exercises.

• Honors Program students (Grandfathered, Transition, and Redwine [GTR]) in good standing who participate in MSU study abroad programs are eligible for scholarship support in addition to that normally provided by the university.

• The Redwine Honors Program provides opportunities for field trips and participation in honors conferences at a local, regional, and national level.

Administration

The Redwine Honors Program is administered by the Office of the Provost, and the program is supported by an assortment of staff people and two advisory committees which are integral to its effective and efficient operation.

Coordinator

The Honors Program Coordinator is responsible for managing the day-to-day activities required to maintain and develop an Honors Program serving approximately 100 students. The coordinator reports to the Provost. The coordinator corresponds with students concerning admission requirements, applications, academic advising, program requirements, and graduation requirements. He/she develops recruitment and retention ideas for review by the Provost and the Honors Program Committee. He/she maintains student records and periodically assesses student standing; assists in planning and facilitating co-curricular events, field trips, and other student events. He/she assists in developing strategies for enhancing student opportunities for internships, undergraduate research, study abroad, and other academic opportunities. The coordinator also communicates and works with staff from several areas including the Admissions Office, the Registrar’s Office, the Career Management Center, the Counseling Center, the Housing Office, and the Print Shop. He/she attends Mustang Rally, Spirit Days, annual National Collegiate Honors Council conferences, and annual Great
Plains Honors Council conferences. He/she assists with program assessment and evaluation, and manages other duties commensurate with qualifications and abilities as assigned.

Secretary
The Honors Program Secretary works in the Honors Office half-time (each weekday afternoon) to perform advanced secretarial work including answering correspondence, opening and distributing mail, screening visitors, providing information, maintaining office equipment and supplies, keeping special records, restricted information and confidential files, and preparing various forms and reports. He/she also occasionally advises Honors students on scheduling honors classes, maintaining good standing in the Honors Program, and fulfilling requirements for graduating with Honors.

Honors Program Committee
The Honors Program Committee serves to advise the Provost or designee on policies affecting the Redwine Honors Program and to hear appeals from honors students. The personnel include a representative of the Office of the Provost, six faculty members experienced in teaching Honors Program students, and one Honors Program student. The Provost will appoint a faculty member as chair. The following will serve as needed (non-voting): Associate Vice President for Academic Affairs and Dean of the Graduate School, Director of Housing, Assistant Director of University Development for Donor Services and Scholarships, Director of Study Abroad, and Director of Admissions.

Student Honors Committee
The committee advises the Provost and Honors staff on student perspectives of issues affecting them as Honors Program students, fosters a sense of community among Honors Program students by providing social and service opportunities, and serves as a forum for students to openly discuss and initiate improvements to the Honors Program for their own personal growth as well as for the future of the Program.

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Program completion
Recognition as an Honors Program graduate has five requirements:

- Completion of at least eight required courses with a grade of C or higher including MWSU 1333: Leadership MSU (Grandfathered Honors and Transition students may substitute the Honors Introductory Seminar, MWSU 1433 for MWSU 1333), four Honors designated core courses, MWSU 4001 Creative Inquiry: Interdisciplinary Thinking (or a Research Methods equivalent), and two semesters of Senior Seminar. Grandfathered Honors students must take one upper level honors course instead of the Research and Senior Seminar courses.
- Participation in a specified set of co-curricular activities each semester.
- Participation in a class service project in conjunction with Leadership MSU to be evaluated by the instructor. Grandfathered Honors and Transition students must instead annually report Community Service/Leadership participation comprising at least 20 hours of service each year until three reports have been accepted.
- Participation in at least two conferences and/or field trips. Grandfathered Honors and Transition students must show participation in at least four conferences and/or field trips, with at least one being a conference.
- Participation in either an internship with a comprehensive project, study abroad with a comprehensive project, or a senior research project. Grandfathered Honors students do not need to provide comprehensive projects in conjunction with internships or studying abroad.

Each of these requirements is discussed in more detail in the next sections of this document.

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Honors Courses

There are several types of Honors courses: The Honors Introductory Seminar, Leadership MSU, Honors sections of core curriculum courses, Introduction to Research, Senior Seminar, and upper level Honors courses that have at least some interdisciplinary aspects. Normally Honors course enrollments are capped at 20 students per section. Any student with a cumulative GPA of at least 3.25 is eligible to take an Honors course. Grades given in Honors courses reflect the quality of student work done in comparison with MSU students as a whole, rather than in comparison with other Honors Program students. When grade point averages are computed, Honors courses have the same weight as non-honors courses. There is no supplement to a student’s GPA for completing an Honors course. Honors Program students are expected to complete at least one Honors course for each semester on scholarship in the program. Taking two or more Honors courses in one semester is common, and students who do so may be exempt from taking Honors courses in later semesters. For Grandfathered Honors students, completion of the Honors Program coursework normally requires at least two (three to four for Redwine and Transition students) courses that will count as electives on the student’s degree plan.

Leadership MSU & Honors Introductory Seminar

MWSU 1333. Leadership MSU (Redwine students)

This course is designed to introduce students to leadership concepts and develop an increased awareness of individual interests and abilities. It relies heavily on student involvement and is designed to encourage challenging and stimulating student interaction. The theory and history of leadership as well as the conceptual skills required by leaders, including team building, collaboration, innovation, conflict resolution, communications, and problem solving are emphasized.

MWSU 1433. Honors Introductory Seminar (Grandfathered Honors and Transition students)

This team-taught, interdisciplinary class is designed to guide Honors students in their transition to the University, to sharpen their academic skills, and to introduce them to University faculty members representing various fields of study. In this course, Honors students learn how to use various research methods to acquire and process knowledge in different fields, how to relate ideas learned in one discipline to those learned in others, and how to participate meaningfully in a learning community.

Leadership MSU is offered each fall semester. Each Redwine student is expected to take this course at the first opportunity. There are two exceptions: 1) A student who is enrolled in or who has completed MWSU 1433-Honors Introductory Seminar may take but does not have to take MWSU 1333. 2) A transfer student with appropriate Honors courses from another Honors Program or College may also be exempt from the requirement to take this course. Each student exempted from either MSU Leadership or the introductory seminar still has to complete 8 required courses.

Core Curriculum Courses

Honors sections of core curriculum courses have been the mainstay of the MSU Honors Program since it began in 1964. They are also common in honors programs around the country. Here is a description of this type of course from the National Collegiate Honors Council.

This option is especially popular in institutions with fairly prescribed general education curricula, and hence several multi-sectioned courses (e.g., first year writing courses, introductory biology sections, beginning calculus). For obvious reasons, this is a more common option at larger schools than at small colleges. Honors sections usually cover most of the same material as the courses for which they substitute, but they may involve different and/or extra reading or writing assignments, more difficult material, higher or different expectations (e.g., lively class discussions led by students) smaller sections, etc. This sort of course is very attractive in situations in which very bright or exceptionally well-prepared students find themselves undertaking coursework which threatens to be repetitious or unchallenging to them. (Taken from “Honors Programs at Smaller Colleges” by Samuel Schuman.)

With careful scheduling, Redwine and Transition students can include four (six for Grandfathered Honors) of these core courses as part of the eight required.
Upper Level Courses
(This section applies only to Grandfathered Honors students.)
Upper level honors courses are designed to broaden the educational experience of Honors Program students rather than to provide honors level work in particular majors. An honors biology major, for example, should not expect to complete his/her honors coursework by taking an honors section of an upper level biology course that is already required for her degree. It is the understanding of the Honors Program that upper level courses required for majors in any discipline are already of sufficiently high academic quality. Rather, this honors biology major should seek Honors courses in disciplines outside of the sciences. Because of this, upper level Honors courses typically do not have extensive prerequisites that would restrict enrollment to a small number of different majors. Typical prerequisites might include ENGL 1123, 6 hours of American History, or Junior standing. It is not appropriate to have an upper level Honors course that would require 12 hours of French, 9 hours of Math, or completion of the Pre-Business core. Here are several examples of recent upper level courses that had honors sections.

HSAD 3213-The Art of Healing
BUAD 4873-Seminar in Business-“Ethics and Social Responsibility”
ECON 4633-Contemporary Economic Issues-“Economics and the Law”
SPED 4903-Problem Course-“Culture of the Deaf and American Sign Language.”
POLS 4993-Issues in World Politics: Conflict Processes
HUMN 3073-Spec. Top. – “Animals in World Literature and Art”
MCOM 3523-Spec. Top. – “The Internet and Society”

Honors Program students are key players in the selection and development of upper level Honors courses. This involves finding an adequate number of interested students, finding qualified faculty members, and encouraging those faculty in course development. Any student with an idea for such a course should contact the coordinator. It is possible to develop an upper level Honors course that does not fit suitably in any particular academic discipline. There is a course listing in the MSU Undergraduate Catalog to place such a course.

MWSU 4433. Honors Seminar 3(3-0)
Intensive study and coverage of selected topics of an interdisciplinary nature. May be repeated for credit when topics vary.

Research Course (Transition and Redwine students)

MWSU 4001. Creative Inquiry: Interdisciplinary Thinking
Description: This course prepares students to apply research techniques across disciplines and to participate in collaborative projects/creative activities with students and faculty mentors.
Course Objectives: To identify what research is (or what research is not), to differentiate among the different types of research and creative activities, to recognize and practice the conditions that lead to creative thinking and discovery, to apply critical thinking, deductive and inductive reasoning to solve problems, answer questions, and create.

Students may substitute a course within their major for Honors Research upon approval from the Office of the Provost. To request approval of a course, a student may submit a petition with a course syllabus to the Honors Program Coordinator.

Senior Seminar (Transition and Redwine students)
Students will take the Senior Seminars in their last two semesters at MSU. These one-credit-hour courses are designed to provide a venue for Redwine Honors students to take a more global view of their undergraduate experience, to work with students completing their studies in different fields, and to present their research to their peers and faculty. The course engages students in a synthesis of knowledge and skills gained during their
academic years and addresses the relevance of this knowledge and these skills for the students' future as contributing citizens.

**Honors Course Credit for Study Abroad**
The Redwine Honors Program strongly encourages participation in the MSU sponsored study abroad programs. All Honors Students (Grandfathered, Transition and Redwine [GTR]) who participate in these, or other, study abroad programs are eligible to receive credit for up to two of their eight required Honors courses. Students desiring to receive such credit should notify the coordinator before leaving the country. Students should provide the coordinator with copies of any relevant course syllabi before any Honors course credit is conferred; these can be supplied after returning but in a timely fashion. Introductory language courses commonly assigned to freshman or sophomore level courses at MSU are not eligible for Honors course credit. Language courses at a higher level (3rd semester and above) dealing with conversational skills or other language fluency matters and culture may be counted as Honors course credit.

**Contracting for Honors courses**
Eligibility to contract involves several conditions. The student must have

- a history of maintaining good standing in the Honors Program.
- a history of heeding Honors course enrollment advice from the Honors Program staff.
- demonstrated that he/she is not eligible to take any scheduled Honors course or that he/she cannot take any scheduled Honors course without delaying his/her graduation date. This demonstration will include a listing of all further courses required for the student’s degree. This list should include the semester that student expects to take each course. Please use the MSU catalog prefix and course numbers; acronyms or course nicknames commonly used among denizens of the particular field can be confusing.
- notified his academic advisor regarding this matter, and the advisor should be willing to support the student in this endeavor.
- informed the coordinator of his desire to contract in a timely fashion: The coordinator should be informed no later than one month after the schedule of classes becomes available for the semester in which the student wishes to contract.

Upon notification by the student, the Provost or designee will determine if these eligibility conditions have been met and the coordinator will inform the student of the decision. If the eligibility conditions have been met, the procedure for contract credit involves several steps.

- In consultation with the student, the coordinator will select one or more faculty members appropriate for this task to be approved by the Provost or designee.
- The student should ask a faculty member previously approved by the Provost or designee to design a task, or multiple tasks, which allows the student to accomplish work significantly beyond the normal class requirements.
- The Provost or designee, in consultation with the faculty member, will provide relevant examples and other advice.
- The faculty member will submit to the coordinator a description of the task, or tasks, along with a syllabus or other description of the normal requirements for the course before the first day of classes.
- At the end of the semester the Provost or designee will consult with the professor to determine whether or not the student has satisfactorily completed the task(s).

A course completed in this fashion will count as one of the eight required courses, but it will not satisfy the requirement to take an upper level Honors course for Grandfathered Honors students, or the Senior Seminar requirement for Redwine and Transition students. Contracting for credit to satisfy the Research Methods requirement is possible for Redwine and Transition students, but the additional course assignment must include research methodology.
Academic Advising
Each student has an academic advisor. This advisor is either a faculty or staff member in the student’s declared major or a general studies advisor. All Honors students (GTR) are responsible for informing their advisors of their participation in the Redwine Honors Program, being aware of the program requirements and, as needed, informing their advisors of these requirements. Each Honors Program student (GTR) is also encouraged to consult with the coordinator in the selection of appropriate course schedules.

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Activities
Each student (GTR) is expected to complete a specified set of co-curricular activities each semester.

- Multi-Cultural Events (1 required)
- Lectures (1 required)
- Art Events (1 required)
- Athletic Events (1 required)
- Honors Brown Bag Seminars (1 required)

The lists and descriptions below show some of the things that students do or attend to fulfill their activities requirements. These lists are not comprehensive. There are other things that will count.

Multi-cultural events
- CaribFest
- International Dance Night
- Foreign Film Series
- MSU International Expo
- Caribbean Pan Ensemble concert

Fine Art events
- Plays
- Recitals
- Symphonies
- Art Exhibits (opening receptions)
- Concerts

Lectures
- Faculty Forum
- Artist-Lecture series
- Invited speakers in academic departments

Athletic events
- MSU intercollegiate games
- MSU intramural games
- Local High School games

**Please note: A guest lecturer in a course you are attending does NOT count**

Brown Bag Seminars
These are special events planned for Redwine Honors Program students (GTR). Usually there will be one social activity designated as a Brown Bag each semester. Other typical Brown Bag Seminars include presentations from the Counseling Center, the Career Management Center or selected faculty. There will be about four of these each semester. A schedule will be made available during the first two weeks of classes each semester, and the schedule will be posted on the forum. An attendance sheet will be available at all Brown Bags. Students must initial the attendance sheet to receive credit for attending any particular Brown Bag.

It can happen that a student has time conflicts severe enough that completion of the required number of Brown Bags is not possible. In this event the student should contact the coordinator in a timely fashion to make alternative arrangements. Waiting until late in the semester to make this contact may result in loss of the Honors Program scholarship for one semester.
Reporting Activities

All Honors students (GTR) should report participation in these events on the Activity Form available on the web at [http://www.mwsu.edu/academics/honors/](http://www.mwsu.edu/academics/honors/). This form is due on the last day of classes each semester. Failure to meet these requirements in any semester or to report them in a timely fashion may result in loss of scholarship support for the following semester. A student with a history of successfully completing the activities is exempt from this requirement during the last semester in the program.

Activity forms include the date of the event and a name or a succinct description. A visit to a museum or art gallery can count as a Fine Art event, but in this case a one page description of what was viewed should be appended to the form. Some activities fall under more than one category. Attendance at one event cannot be counted in two different places. For example, an artist-lecture series event might count as a multi-cultural event or as a lecture, but not as both.

Community Service/Leadership (Grandfathered Honors and Transition)

Each student (G and T) is to give three Community Service/Leadership (CS/L) reports using the format described later in this document. Each report is to be based on at least 20 hours of CS/L performed in a period of not more than one year. The time periods may overlap, but the hours counted for one report cannot be used in a later report.

Examples of CS/L activities

Serve as an officer in any MSU club, organization, honor society, fraternity, or sorority. Please note that being an officer does not in itself constitute CS/L. There must still be an accounting of the number of hours served. Many of these groups also are involved in community service projects. Be a tutor. Opportunities are available on campus in the Mathematics and English departments and the Academic Support Center. Any local elementary school or high school uses tutors and the public school system has the Partners in Education (PIE) program. Help out with Boy Scouts, Girl Scouts, the Boys and Girls club, or the YMCA. Volunteer with local charities such as the Association for Retarded Citizens, Habitat for Humanity, the Wichita Falls Area Food Bank, or Meals on Wheels. Volunteer at a local church, sing in the choir, teach Sunday School, work in the nursery or be an usher.

Due Dates

Normally the 1st report is due on or before the Monday of the 5th week of classes during the student’s 3rd semester in the program. Due dates are similar for the other two reports with the 2nd report due during the 5th semester and the 3rd report due in the 7th semester. If a student’s expected graduation date conflicts with this schedule, then a revised schedule will be computed in consultation between the student and the coordinator.

Evaluation of Reports

Within one month after it is turned in, each report will be evaluated by the coordinator and designated as “accepted,” “potentially acceptable,” or “unacceptable.” An accepted report will be included in the student’s Honors Program record. A potentially acceptable report might be one with an appropriate number of hours, but which is incomplete or poorly written. In this case the report will be returned to the student, and the student may submit an amended report. This amended report will be due on its normal due date or one month after the evaluated report is returned to the student, whichever is later. Another instance of a potentially acceptable report is one that is well written but is based on an insufficient number of hours. In this case the student’s next report will need to be based on a number of hours to be designated by the coordinator.

For an unacceptable report, the coordinator will report the evaluation to the student with suggestions for producing an acceptable report in the future. In this case, the coordinator will compute a new schedule of due dates for the student. Although unacceptable reports are rare, there have been enough to formulate two common causes. First is blatant disregard for the reporting guidelines. Second is essentially self-plagiarism.
This arises when a student makes minor editorial changes to a previously accepted report and then submits this as a second report. If you haven’t demonstrated any growth during your second 20 hours of service then you have not submitted an acceptable 2\textsuperscript{nd} report. Do not consider this an exhaustive list of causes for an unacceptable report.

**Effect on Scholarships**
Failure to achieve an accepted report in a timely fashion will result in the loss of the Honors Program scholarship for one semester. In this event, the schedule of due dates for all remaining reports will be computed in consultation between the student and the coordinator.

**Report Format**
Each Community Service/Leadership (CS/L) report should be a one or two page document. The top of the first page should have three lines of title information:

Community Service/Leadership Report No. ___
Student’s Name
Time Period (e.g. January 2014 to December 2014 or August 2013 to January 2014)

The introduction should briefly summarize the CS/L activities completed during this time period. The summary should include the organization(s) worked for, the role(s) taken on, the dates and times worked, and an estimate of the number of hours spent on each activity. At least part of this information might be put into a tabular format. Next should be a discussion of at least one of the following three topics:

- How did you find out about the CS/L activities you were involved in over the past year? In what way(s) could the HP assist others in finding CS/L activities? In what way(s) could you help other HP students in finding CS/L activities?
- What skills did you learn or develop? You might consider skills in the use of technology, networking, communication, and/or time management. If you were involved in a leadership role, such as serving as an officer of a student organization, you might consider the development of leadership skills such as being inclusive, empowering others, communicating the purpose of the organization, and/or behaving ethically.
- In what way(s) has your volunteer work helped you to develop a sense of community or a sense of social responsibility?

For a student’s 1\textsuperscript{st} or 2\textsuperscript{nd} report, that’s all that’s required. For a student’s 3\textsuperscript{rd} and final report there’s one more part. Discuss at least one of the following three topics:

- In what way(s) has the CS/L requirement been of value to you?
- In what way(s) is the CS/L requirement of value to the Honors Program?
- In what way(s) is your service learning connected to your academic studies?

**Sample Report**
Community Service/Leadership Report No.1
Kristin Rockwell
August 2009 to August 2010

Over the last year I volunteered with two organizations, the Humane Society and Students in Free Enterprise (SIFE). I worked 15 hours with the Humane Society, 5 of which were with my dorm hall in October 2009 at the Humane Society of Wichita Falls and the other 10 with the Humane Society of Frisco on my own over the three months of summer break. I also did 8 hours working with SIFE. My group met every week for four weeks for two hours and picked up trash off of three major streets in Plano during the first summer semester.

I got involved with SIFE in my microeconomics class during the first summer semester at Collin County Community College. I have never even heard of this organization before this because Midwestern unfortunately does not have an organization in Wichita Falls yet; but I believe it would be very beneficial for
the business students here. SIFE is an organization composed mostly of business students who focus on making the world a cleaner, better place to live through business. They accomplish this by joining with local businesses to improve the community.

My group joined up with Lucky Farms, in Plano, which is one of the last functioning farms in Plano and the surrounding areas. The surrounding borders of this farm were the three streets that we cleaned up. By picking up trash not only did we make the community cleaner we also eliminated dangerous objects that the cows on the farm could potentially digest.

In order to bring this organization to other honors students there must be a joined effort from interested honors students and Midwestern to spark the start of SIFE at Midwestern. The SIFE organization has a very accessible website for students and faculty and I think it would not be hard to find a member of the Faculty to be the organization leader. I would definitely be willing to recruit not only business majors of the Honors Program but also all other business majors at Midwestern. Once the organization is formed many businesses and the city of Wichita Falls would benefit from SIFE.

This organization certainly gave me a sense of community involvement. SIFE reversed my perception that business professionals and students only acted if there was a monetary profit for their action. It drove home the idea that businesses can spread part of their wealth through the community through service projects and receive a sense of community involvement as a benefit. This way the community and the business get something out of the projects.

For this year, I have grown an interest in the Big Brothers Big Sisters program and already had my interview this month. I’m very hopeful that I can become a member of this organization for the remainder of my school years and Midwestern and maybe help start up the SIFE organization at Midwestern.

Community Service for Redwine Students
Redwine students who enter the program in Fall 2014 and later will not be required to submit CS/L reports. They will instead perform at least one community service project per year, until three projects have been completed. There will be options for different Honors service activities each semester, and Redwine students are required to choose one in which to participate. All students must sign in to receive credit for participating in a service project, and the service opportunities will be available during the fall and spring semesters. A student who enters the program in a fall semester must complete his/her first service project no later than by the subsequent spring semester (for example, a student entering in Fall 2014 must participate in one service project by the end of the Spring 2015 semester).

Conferences and Field Trips
Each Grandfathered Honors student is expected to participate in four conferences or field trips. At least one of these must be a conference. Each Redwine and Transition student is expected to participate in two conferences or field trips. For all students (GTR): Presenting at a conference counts double. Participation should be reported on the Activity Form for the semester that you attended the conference or field trip. Reporting for a conference should include the date, location, and name of the conference. Any acronym in the name should be explained. If a presentation is made, appropriate documentation should be included. Reporting for a field trip should include the date, location, sponsoring organization, and a succinct description of the event.

Examples of conferences include an academic conference associated with an academic discipline, a conference sponsored by Honor societies such as Alpha Chi or Sigma Tau Delta, the SGA Leadership conference, or the annual conference of the Great Plains Honors Council. Normally, field trips are trips taken in association with an MSU course or organization. This includes any off-campus performance as a member of a musical group or athletic team.
Research Requirement
All Honors students (GTR) are expected to fulfill the Research Requirement by participating in Study Abroad, an Internship, or a Research Project.

All Students (GTR) should consider participating in EURECA or UGROW to complete this requirement. All students (GTR) are expected to receive advance approval from the coordinator for any particular activity to meet this requirement. The way in which a student plans to complete this requirement should be reported to the coordinator before the beginning of the student’s last semester at MSU. After completion, the coordinator may require appropriate documentation from the student and evaluation by a faculty member from an appropriate academic discipline. Redwine and Transition students must submit a comprehensive project upon completing an internship or studying abroad for the project to be approved.

Study Abroad
Study Abroad opportunities are available through the International Studies Office. See http://www.mwsu.edu/academics/studyabroad/. Appropriate Study Abroad programs involve a significant amount of coursework. Students who choose this option may substitute the coursework done during study abroad for at least one of their eight Honors courses. It is possible that this work could count for more than one Honors course. Coursework done during study abroad does not satisfy the requirement of taking the Senior Seminars. Study abroad coursework could count as an upper level Honors course if the course is numbered at the upper level, but only with prior approval from the Provost. Receiving credit to satisfy the Research Methods course requirement is possible through study abroad for Redwine and Transition students, but the course must include research methodology.

This requirement can be filled as early as a student’s freshman year. Students who plan to use study abroad to fulfill the Research Requirement should notify the coordinator during the semester before the study abroad program takes place. For Redwine and Transition students, the comprehensive project necessary for approval of studying abroad can take many forms. Presenting findings from your experience at a conference is an excellent way to fulfill this requirement. Upon proposing studying abroad, students should also propose a plan for the accompanying comprehensive project to the coordinator to be considered for approval by the Provost or designee.

Internships
Internships are available as coursework through many majors at MSU. Examples include MKTG 4893-Internship in Marketing and PSYC 4903-Internship in Psychology. Often these courses are not listed explicitly as an internship. For example, students seeking teacher certification can satisfy this requirement through student teaching; nursing students can satisfy this requirement by taking NURS 4605-Clinical Decision Making. Serving as editor for the Wichitan or Voices satisfies the internship requirement. Recently, the Redwine Honors Program has partnered with the MSU Writing Center to create internship opportunities for qualified Honors students to tutor in the Writing Center. Students of all majors are welcome to apply. Students who are interested should inquire in the Honors Office. Students can also satisfy the internship option by making appropriate arrangements with a business, hospital, or research laboratory. Students who plan to use an Internship to fulfill the Research Requirement should notify the coordinator during the semester before the internship begins.

For Redwine and Transition students, the comprehensive project necessary for approval of an internship can take many forms. Presenting findings from your experience at a conference is an excellent way to fulfill this requirement. Upon proposing an internship, students should also propose a plan for the accompanying comprehensive project to the coordinator to be considered for approval by the Provost or designee.

Research Project
EURECA and UGROW provide students with great opportunities for guided undergraduate research. Students can submit proposals for projects in which they are interested, and, if approved, they will be matched up with faculty members who will provide guidance for the project. EURECA also provides funding for the research and scholarship opportunities. Find more information at http://www.mwsu.edu/eureca/. Opportunities for undergraduate research are also available in many academic departments. An appropriate
senior research project will normally result in a paper authored or co-authored by the student that is suitable for submission to an academic journal or for presentation at an academic conference. Although senior research can include work done in partial fulfillment of requirements for a particular course, it may be necessary that the student does work beyond the requirements of the course to fulfill this requirement. Students who plan to use a Research Project to fulfill the Research Requirement should notify the coordinator during the semester before the research begins.

Comprehensive Project Details for Redwine and Transition Honors Program Students:
As mentioned above, Redwine and Transition Honors Program students may complete an internship or study abroad in order to fulfill their research requirement for the Honors Program as long as they submit a comprehensive project in conjunction with the internship or study abroad experience. The comprehensive project may vary depending upon each student’s particular case, but here are the primary elements the Honors Program staff will expect of the project:
1. A log of the daily activities engaged in during the internship or study abroad endorsed by the program director
2. A description of specific new skills learned
3. A description of specific skills that the student was able to refine as a result of his/her participation in the internship or study abroad
4. A final paper, 5-10 pages in length, analyzing participation overall (the paper details will be specified in more depth for each student, depending on each particular case). The guidelines for this paper are flexible, but please double-space and use Times New Roman font size 12. You may use the standard format you are accustomed to using in your major (APA, Chicago, MLA, etc.), but please be consistent with the format throughout the entire paper.

Students should seek approval from the Honors Program coordinator for how they intend to fulfill the senior requirement in the Honors Program before they begin their final semester at MSU. If the student completes a research project, proof of the project and a copy of the final paper/presentation should be sent to the Honors Program coordinator. Please also include a list of all conferences and other events where you presented the project. Once approval has been granted, the project should be submitted no later than by midterm week of the student’s final semester at MSU. Submitting the project prior to beginning the final semester at MSU is recommended when possible.

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Being “In” the Redwine Honors Program
At Midwestern State University a Redwine Honors Program student is someone who has accepted our offer to join the program and has met all the conditions of our offer through the official enrollment date (12th class day) of the semester for which the initial offer was given. At that point, you are considered to be an active Redwine Honors Program student in good standing. Once you become a Redwine Honors Program student, you remain one. The qualifiers active and good standing may eventually change depending on the student’s status. This section explains the meaning of various adjectives and descriptive phrases attached to the designation Redwine Honors Program student.

Active vs. Inactive vs. Former
During the first semester in the program a student is automatically considered an active Redwine Honors Program student. In order for an active student to keep this status in the subsequent semester the student must
- Have a GPA of at least 3.000 at the beginning to the subsequent semester.
- Submit an Activity form at the end of the current semester.
Enroll in at least one course for the subsequent semester. Summer terms are not considered for this purpose. A student involved in a study abroad program can be considered an active student even if she is not technically enrolled in any MSU courses.

PLEASE NOTE: Active status is not the same as “Good Standing,” which indicates that a student is on scholarship. See below.

A student that does not maintain active status but remains at MSU is considered an inactive Redwine Honors Program student. A Redwine Honors Program student can also become inactive by notifying the coordinator of that desire. Please note that a student who consistently achieves the three bulleted conditions listed above can still lose active status by having a history of failure to achieve good standing. For more details, see the subsection called the Three Strikes Rules. A student that receives a bachelor’s degree or does not enroll for a fall or spring semester becomes a former Redwine Honors Program student.

A student that becomes inactive while residing in Honors housing has the right to stay in Honors housing as long as the student retains the right to stay in university housing.

An inactive or former Redwine Honors Program student may restore active status. A student interested in doing so should contact the coordinator. Restoring good standing may take longer than restoring active status.

Good Standing
Eligibility for a Redwine Honors Program scholarship in any semester requires good standing with the program. Due to recent changes in MSU competitive scholarship rules, students that receive an Honors Program scholarship for the first time in fall 2011 or later have a full-time enrollment standard of 15 hours per semester rather than 12 hours. There are a few places in the rules below where this rule makes a difference. In each place, there will be a pair of numbers, such as 12 (15). In each instance, the larger number applies to students that first receive the Honors Program scholarship in fall 2011 or later. The smaller number applies to students that have received the Honors Program scholarship at least once in spring 2011 or before.

A student must be active in order to have good standing. Determination of good standing depends on five areas.

- Your cumulative MSU GPA, if defined, must be at least 3.250 at the beginning of the semester.
- You must enroll in, and pass, at least 12 (15) credit hours. An exception to this rule is made for students who plan to graduate at the end of the semester. Taking more than 12 hours in a previous semester does not exempt you from this requirement. (If you entered the program under the 15 hour rule, you must take 30 credit hours per academic year and be enrolled full time each semester). If you pass fewer than 12 (15) hours in a semester this requirement will be incremented appropriately; more details are given below in the discussion of good standing with minor exception.
- You must have adequate progress through honors coursework. In your 1st fall semester you must either be enrolled in or be exempt from MWSU 1333 – MSU Leadership (R) (MWSU 1433-Honors Introductory Seminar for G&T). In your 1st semester in the program you must enroll in at least one Honors course. In your 2nd and later semesters in the program, good standing depends on the number of Honors courses you have passed with a grade of C or better minus the number of times you have already received the Honors Program Scholarship. If this number is positive, you may be on scholarship without enrolling in an Honors course. If this number is zero, then you must enroll in an Honors course to be in good standing. If this number is negative, then you are not in good standing.
- You must have a history of completing the 5 required co-curricular Activities each semester and of reporting them in a timely fashion. If you complete fewer than 5 in a semester your Activity requirement will be modified appropriately; more details are given below in the discussion of good standing with minor exception.
- You must have had an appropriate number of Community Service/Leadership reports accepted (G&T only). Due dates for CS/L reports are discussed in the earlier section describing this requirement. Redwine students must have completed the service component of MSU Leadership or have submitted the appropriate CS/L report as described above.
A student in compliance with all 5 of these standards will receive the Redwine Honors Program Scholarship and is eligible for supplemental scholarship support for study abroad, Honors housing and undergraduate research. The paper work for the scholarship award is normally done so that it appears on a student’s account before any payments are due. It is possible for a student to be in compliance with these guidelines at the beginning of the semester but to later fall out of compliance. The most common example is a change in course schedule during the first few days of the semester. Course schedule changes before the 12th class day may cause your scholarship to be revoked. Course schedule changes after the 12th class day will not affect scholarship awards for that semester. Another case can arise from the removal of an Incomplete or some other grade change from a previous semester. It is possible for a scholarship award to be retracted after the semester has begun.

**Good standing with minor exception**
Two of the 5 standards for good standing can be compromised slightly without loss of scholarship. One of these is the full-time student standard. Withdrawing from a course or a grade of F may result in passing fewer than 12 (15) hours for the semester. Such a student may get back in compliance for the next semester by enrolling in more than 12 (15) hours. For example, if you pass only 9 hours in the fall you need to enroll in at least 15 hours in the spring. Failure to pass 12 (15) hours in a spring semester can be atoned for by coursework in the summer.

The other minor exception category involves the semester Activities. If you miss one or two of the 5 Activities required each semester, you can agree to make these up in the upcoming semester. Missing 3, however, will result in loss of scholarship for a semester. Please note that missing Activities can accumulate. If you miss 1 activity in 3 separate semesters it will result in loss of scholarship for a semester.

**Good standing standards for students not in good standing**
Normally, failure to meet the good standing requirements while remaining active will result in the loss of the Redwine Honors Program Scholarship for one semester. In most situations, the standards for good standing for the following semester are exactly the same as described above. There are exceptions. A student not on scholarship solely for GPA reasons normally only needs to complete 3 of the 5 semester Activities. Students not on scholarship solely because of insufficient Activities usually are not required to make up the missing Activities. A complete description of the guidelines here would make this handbook the size of an unabridged dictionary. Normally the program staff will provide explicit instructions regarding restoring good standing on an individual basis.

**The Three Strikes Rules**
Failure to maintain good standing resulting in loss of scholarship support may happen only twice. A student who fails to maintain good standing a third time is no longer eligible for the Redwine Honors Program Scholarship or designation as an Honors Program graduate.

Continued designation as an active Redwine Honors Program student also requires demonstration of a bona fide effort to achieve the good standing standards. For example, a student with three incidents of participating in 3 or fewer Activities in a semester, failure to submit a Community Service/Leadership report, and/or failure to pass a sufficient number of courses is subject to losing active status.

**Summer Enrollment**
The qualifiers current, former, active, inactive, and the various categories of good standing generally apply to particular fall or spring semesters. A student’s status for the following fall semester can be affected by summer coursework.

**Honors Program Plagiarism Policy**
Honors Program students who are found responsible for verified instances of plagiarism and/or other forms of academic dishonesty will be removed from the Honors Program.
Examples
Here are examples of the most common situations. Each of these situations involves a student who has met the good standing requirements in all previous semesters.

Albert withdraws from a course in the spring semester and thereby only completes 9 (12) credit hours. He can restore good standing by passing at least 3 credit hours in a summer term.

Bertha completes only 9 (12) hours in the fall semester. She can restore good standing by enrolling in at least 15 (18) credit hours in the spring semester.

Chauncey has a cumulative GPA of less than 3.25 at the end of the semester. He can raise his GPA before the beginning of the next long semester by taking a summer course or taking a departmental proficiency exam.

Delila has a cumulative GPA of less than 3.25 but more than 3.00 at the beginning of a semester. She is eligible to enroll in an Honors course and is expected to complete the Activity Form in the next semester and maintain her schedule of Community Service/Leadership reports. She is still considered a Redwine Honors Program student but does not receive the Redwine Honors Program scholarship for that semester.

Elise has a cumulative GPA of less than 3.00 at the beginning of a semester. She is not eligible to take an Honors course and is no longer considered to be an active Redwine Honors Program student. She may re-apply for the program in a subsequent semester.

Fred completed all of the activities except for the multicultural event. He can return to good standing by agreeing, in writing, to attend 2 multicultural events in the next semester.

Gerbert completed all but 2 activities. Like Fred, he can reach an agreement with the coordinator to make this up in the next semester.

Halley failed to complete 3 semester activities. She is eligible to enroll in an Honors course. She is expected to complete the Activity Form in the next semester and maintain her schedule of Community Service/Leadership reports. She is still considered a Redwine Honors Program student but does not receive the Redwine Honors Program scholarship for the next semester.

(G & T students) Ingrid failed to submit an accepted Community Service/Leadership report in a timely fashion. She is still considered a Redwine Honors Program student but does not receive the Redwine Honors Program scholarship for that semester. A new schedule of due dates for Community Service/Leadership reports will be computed in consultation with the coordinator.

Karloff made a D in MSU Leadership. That was the only course he has taken for Honors credit. He won’t be eligible for good standing until he has passed an Honors course with a grade of C or better.

Lucretia took three Honors courses during her first semester in the program and made at least a C in all three of them. That means she can receive the Redwine Honors Program scholarship for two later semesters without enrolling in any Honors courses.

Malvina started the program in fall 2009 and turned in a good CS/L report in December 2009. For scholarship purposes she doesn’t have to turn in a second report until September 2011.

(G & T students) Nelda Mae starts the Redwine Honors Program in fall 2020. She turns in her first CS/L report in September 2021 right on the due date and it is accepted. She plans to graduate in December 2022. For scholarship purposes, she doesn’t have to do any more community service. If she wants to be designated as a Redwine Honors Program graduate she needs to turn in her second report by February of 2022, and her third report by September of 2022.

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Appeals process
Decisions regarding good standing will be made by the Provost or designee. Decisions on the appropriateness of a research requirement will be made by the Provost or designee in consultation with the appropriate persons mentioned in the section on research requirements. Evaluations of items reported on the Activity Form are made by the coordinator. Evaluations of Community Service/Leadership reports are also made by the
A student may appeal any decision by submitting, in writing, a proposed alternative decision with justification. This appeal should be given to the Chair of the Honors Program Committee. The chair will meet with the committee to resolve the matter. Both the student and the Provost or designee may address the committee to give testimony. The chair may excuse the student during deliberation. The decision of the committee is final and will be given in writing to both the student and the Provost or designee.

Communication with the Honors Program

- Updates regarding Redwine Honors Program events and other information are posted on the Honors Program Forum, which can be accessed at [http://www.mwsu.edu/academics/honors/](http://www.mwsu.edu/academics/honors/). You are free to post information on the forum. The Redwine Honors Program staff reserves the right to edit any information posted by students; this is only done in the case of offensive or incorrect material. You are expected to check the forum regularly. The Redwine Honors Program staff cannot be held responsible for opportunities that you miss when they have been clearly advertised on the forum.
- Communication between the Honors office and individual Redwine Honors Program students is frequently made using e-mail. A student who goes through an extended period without access to e-mail should consider contacting the coordinator by another method.
- Redwine Honors Program students (GTR) should provide the Redwine Honors Program office with an up-to-date e-mail address, phone number, and mailing address. Any changes should be reported as soon as possible.
- The MSU Honors Program has a Facebook Group. For updates about student committee meetings and other Honors events, students may request to join the group. All necessary information will also be posted on the Honors Program Forum.

- The Honors Program office is located in the Moffett Library Room 112D.
  - Hours: Mon-Fri, 8:00AM-12:00 p.m. and 1:00-5:00PM
  - Phone: (940) 397-4534
  - Email: honors@mwsu.edu
- Coordinator: Juliana Felts, juliana.lehman@mwsu.edu – (940) 397-4978
- Secretary: Cathy Griffin, cathy.griffin@mwsu.edu – (940) 397-4534
- Provost: Dr. Betty Stewart, betty.stewart@mwsu.edu - (940) 397-4226