



## THE KNOX COLLEGE HONORS PROGRAM 2021-2022 APPLICATION GUIDELINES

The Knox College Honors Program provides exemplary Knox College students with the opportunity to conduct year-long independent research, scholarly, or creative work under the guidance of a faculty committee. Honors projects culminate in a thesis, portfolio, or comparable product that is defended in an oral examination before a faculty committee including a qualified expert from outside of the Knox community. The privilege of pursuing College Honors is awarded by the Academic Standing Committee through an application process that is administered by the Associate Dean of the College. Students who successfully complete and defend their Honors Project are recognized as graduating with College Honors.

### [Link to Honors Application](#)

**Eligibility:** To apply for the Knox College Honors Program, you must meet the following eligibility criteria:

- You must hold a cumulative 3.3 grade point average. *(This requirement may be waived in exceptional cases. Refer to the guidelines below on how to apply for a waiver to this requirement.)*
- You must have the endorsement of a Knox faculty member who has agreed to serve as the chair of your Honors committee. This person will serve as your primary mentor and guide through the Honors process.
- You must identify at least two other faculty members, one from outside your own department, who are willing to serve on your Honors committee.

**Application Materials:** A complete application to the Knox College Honors Program consists of:

1. An application form that includes:
  - a. Basic biographical and contact information;
  - b. Your cumulative GPA;
  - c. The names of all members of your Honors Committee;
  - d. The total number of credits you hope to earn at the 400 Honors level by term;
  - e. Your decision regarding the release of information for publicity and marketing;
  - f. Your signature; and
  - g. The signature of the faculty member who has agreed to serve as your Honors Chair.
2. A written project proposal, approved by your Honors Chair, that clearly describes:
  - a. The purpose of the project and its significance to your field(s) of study;
  - b. The scope of work entailed (your methodology and activities/work to be conducted);
  - c. Objectives, goals, or benchmarks that you will use to guide your work and monitor your progress;
  - d. Your plans for addressing any contingencies that may arise (for example, unexpected data results)
  - e. Your plans for connecting with your Honors chair and committee throughout the process.
  - f. The anticipated outcome and intended product of your work;
  - g. As applicable, any references cited, as well as an initial bibliography or list of resources you will reference or utilize in the course of your project.
  - h. As applicable, separate statements to justify the number of honors credits requested or to conduct Honors during the junior year.
3. For students requesting a waiver of the GPA requirement, you must also submit separate statements, one from you and one from your Honors chair requesting a waiver of the GPA requirement. (See below.)

Application Deadlines for the 2021-2022 Knox College Honors Program:

*Applications will be reviewed on a **rolling basis** through the **general deadline of Monday, September 20, 2021.** **Summer applications are strongly encouraged.***

**Applications will be accepted beginning Friday, May 7, 2021.** *Students who meet the Honors GPA requirement (cumulative GPA of 3.3 or higher) and have the endorsement of their full Honors committee may apply at any time.*

Special Conditions:

**GPA Waiver Requests:** The Academic Standing Committee may, in exceptional cases, grant a waiver of the GPA requirement. The waiver is not likely to be granted without compelling evidence that the student is otherwise academically well-qualified to pursue College Honors. To request a waiver, separate statements from the student applicant and from the faculty member willing to chair the student's Honors committee must be submitted that clearly justify why the student is otherwise well prepared and qualified to pursue College Honors. It is recommended that the statements include a description of factors that have impacted the student's GPA, as well as a description of any evidence (major GPA, upper class GPA) that demonstrate the student's qualifications.

**Honors Credits Requested:** The standard allocation of Honors credits earned is one credit per term (fall, winter, and spring) for a total of 3 credits earned in the senior year. If you are proposing another arrangement (fewer/more credits earned in any given term or fewer/more than 3 credits earned overall) a brief explanation is requested and can be provided as a separate, labeled section of your project proposal.

**Conducting Honors in the Junior Year:** Students may begin conducting College Honors as early as their junior year. If you plan to begin work on your project in your junior year, please submit separate statements, one from you and one from your chair, which describe your academic preparedness and qualifications to pursue College Honors, and explains why you are not pursuing honors solely in your senior year.

**Probationary Status:** In some cases, the Academic Standing Committee (ASC) may approve a student to pursue College Honors on a probationary status, particularly if there are concerns with the student's academic preparedness or quality of the project proposal. The student's status will be reviewed by the ASC at a specified point to re-evaluate the student's ability to continue his or her Honors project.

Other considerations:

- Being approved to pursue College Honors does not guarantee that you will graduate with College Honors. Your progress will be reviewed at the end of each term by your Honors Committee who will then approve your continuation in the Honors Program (fall and winter), or assign a final grade to your Honors Program (spring) along with a recommendation to award you College Honors upon commencement.
- Students who drop College Honors will have their honors credits converted to Independent Studies, and their committee will assign a grade based on the quality of work completed to these credits.
- Students are eligible to receive financial support from the Richter Scholars Program to afford direct costs associated with their projects (supplies, books, travel costs, registration fees, archive access, printing costs, etc.) Students will need to submit a SEPARATE Richter Application that includes an itemized budget to secure this funding through the Vovis Center for Research and Advanced Study.
- More information can be found in the Faculty Guide to Chairing an Honors Project or the Student Guide to Pursuing College Honors available through the Office of the Associate Dean of the College. You may also contact Tim Foster, Associate Dean of the College at [tfoster@knox.edu](mailto:tfoster@knox.edu) or by calling 341-7214 for more information.