



Jack, Joseph & Morton Mandel
Honors College

STUDENT HANDBOOK 2019-2020

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MANDEL HONORS COLLEGE CONTACT INFORMATION

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I. Welcome from The Dean

Welcome to the Jack, Joseph & Morton Mandel Honors College at Cleveland State. We have prepared this handbook to help you navigate the requirements for completing your degree in the Mandel Honors College at Cleveland State University. About 500 students, out of a student body of 17,000, belong to the Mandel Honors College. As a member of this distinguished group, you receive distinctive benefits.

We also have a higher set of expectations for you. Cleveland State University has made a strong commitment to the Mandel Honors College. Donated funds and tuition paid by other students help to finance our scholarships and other investments. In exchange for the investment that the Cleveland State University community has made in the Mandel Honors College, ***we expect our students to actively participate in the life of the University and to help to make the University a better learning environment for all students.***

The Mandel Honors College houses three programs: the Honors Program, the Mandel Continuing Scholars Program, and the University Scholars Program. Throughout this handbook, any differences or distinctions among the programs are noted as necessary.

II. Mission Statement

The mission of the Mandel Honors College is to serve the needs of academically high-achieving, motivated students at the University.

The Mandel Honors College achieves its goals by providing students with: (1) a challenging, and enriched program of General Education courses during their first two years, (2) a specially tailored and advanced course of study in their major during their final two years, and (3) wrap-around support services.

III. Opportunities and Responsibilities

a. Opportunities

- Honors General Education classes taught by faculty selected for their teaching excellence. These courses have low enrollment of, typically, 15-40 students, with greater breadth or depth than non-honors courses (for students who enter as freshmen).
- University Honors Experience courses that bring together Honors College students from different cohorts and majors in activities designed to build community among the students in our programs.
- Supportive academic advising.
- Early registration for classes (Honors Program and Mandel Continuing Scholars only).

- Advanced coursework in the majors. This varies by academic program, but typically gives students the opportunity to work closely with faculty and engage in a research experience in their discipline.
- Participation in college governance through representation on the Honors Council.
- Designated floor(s) in one of the residence halls.
- Access to the Mandel Honors College Lounge in BH 101-102.

b. Responsibilities and Requirements of All Honors College Students

i. Ethical and Responsible Behavior

As a student in the Mandel Honors College, you are held to high standards. You are expected to behave ethically and responsibly and to be responsive to the concerns and perspectives of your fellow students throughout the university.

ii. Academic Integrity

As the Mandel Honors College promotes intellectual excellence, and as such, excellence requires the free and honest exchange of ideas, the Mandel Honors College views academic dishonesty as contrary to its ideals and goals. Academic dishonesty is, therefore, unacceptable, and students must be prepared to accept the appropriate sanctions for any dishonest academic behavior. Please refer to the Cleveland State University Code of Student Conduct:

<http://www.csuohio.edu/compliance/student-code-conduct>

The Mandel Honors College applies stricter standards than those found in the Code of Student Conduct. If a student has been found guilty of academic dishonesty, irrespective of whether it is a “major” or “minor” infraction according to the Code, the student shall be expelled from the Mandel Honors College.

iii. Academic Progress

All students in the Mandel Honors College must be making satisfactory progress toward graduation within the College. These are our criteria for satisfactory academic progress:

- Successful completion of required honors coursework
- An academic plan approved by the student’s Faculty Advisor and the Honors College Dean
- A rate of credit-hour completion sufficient to lead to graduation in a reasonable period of time (usually four academic years)

- A Grade Point Average (GPA) of 3.5 or better (Honors Program, Mandel Continuing Scholars Program) and 3.25 (University Scholars Program).

Application of these criteria depends, in part, on whether a student is in the Lower-Division (first two-years of a four-year program) or the Upper-Division (final two years) of their respective program. An Upper-Division student is a student admitted directly to the Upper-Division, a Mandel Continuing Scholar, or a student who has completed Lower-Division requirements and has junior or senior standing in the University. The remainder of this section is divided into additional parts, providing a more detailed explanation of the bulleted points above.

1. *Required Honors Coursework:*

Honors Experience Courses: All students in the Honors Program and Mandel Continuing Scholars Program must participate in (and pass) an Honors Experience course each semester. These courses are designed to build community among students, to provide learning opportunities not available in regular academic classes, to increase student engagement with the University and the community, and to be enjoyable. An array of Honors experiences will be available every fall and spring semester. Students may take the same Universal Honors Experience course more than once. However, students wishing to do so in consecutive semesters must wait until all other students have the chance to register for the course.

First year students enrolled in HON 101, students participating in student teaching, students engaged in a semester abroad, students participating in National Student Exchange, and students doing a co-op semester who are not enrolled in classes at Cleveland State are not required to take an Honors Experience course. Students who believe that they should be exempt from the Honors Experience for a term must verify this exemption with their Honors College Advisor before the term begins.

University Scholars students, who wish to take an Honors Experience, may do so with permission from the Mandel Honors College.

HON 101, HON 200, and HON 201 will all count toward the Honors Experience requirement.

During the spring semester of their senior year, all Honors, Scholars and Mandel Continuing Scholars students are encouraged to complete the HON 200 exit interview.

Students admitted to a Lower-Division Honors College Program:

Lower-Division students in the Honors Program are required to take at least four Lower-Division General Education Honors Courses.

Lower-Division students in the Scholars Program are required to take at least two Lower-Division General Education Honors Courses.

These courses are designated by the letter “H” after the course number (e.g. MTH 181H). Honors courses offer students the opportunity to participate in courses with greater depth or breadth than standard general education courses. Enrollments for honors classes are typically kept small (15-40 students) and the courses are generally more challenging than non-honors courses. Faculty members are selected for their teaching excellence.

2. Honors College Academic Plan:

As they approach their junior year, students will work with their Mandel Honors College Advisor and appropriate Faculty Advisor, in the major, to develop an academic plan that leads to graduation within the Mandel Honors College. Normally, academic plans are submitted in the second semester of the sophomore year. Lower-Division students who have accumulated 60 credit hours of college credit will not be allowed to register for their next semester until they have submitted an approved academic plan. Upper-Division Honors and Scholars students (i.e., those admitted as juniors) must submit an approved academic plan upon admission to their Upper-Division Program.

Guidelines for Honors Academic Plans for Upper-Division Students:

The student, working with the Departmental Honors/Scholars Faculty Advisor or another appropriate faculty member in his or her department, will be responsible for developing an academic plan, describing a set of courses that will meet both the requirements for the major and the student’s goals. This is a non-binding contract open to re-formulation. All academic plans and re-formulated plans must be approved by the Dean and will be kept on file in the Honors College Office.

Advisors in the Mandel Honors College are responsible for keeping a record of each student's academic plan, monitoring the student's progress, and intervening when appropriate.

3. *Rate of credit hour completion:*

Normally, students are expected to graduate in four years; however, one-semester extensions are possible for programmatic or legitimate academic reasons. It is not possible for the Mandel Honors College to pay tuition costs indefinitely; therefore, the expectation is that the typical course-load per semester will be 15 credit hours. There will be cases when this credit hour load is not appropriate; students need to obtain approval from their Honors College Advisor for lighter course-loads or for course overloads (more than 18 hours). They must also make sure that their course-load each semester is consistent with their academic plan (see iii.2. above).

University Scholars students may attend part-time where appropriate.

4. *Grade Point Average (GPA):*

Honors Program:

Honors Program students, whose GPA falls below 3.5, must meet with their advisor to complete a probation contract as soon as possible, no later than the first week of classes of the following semester. Honors Program students who earn a grade of D or lower in any course must speak with their advisor prior to registering for any repeated course.

Students on probation must make sufficient progress toward a 3.5 GPA and meet with their advisor routinely or be subject to dismissal.

University Scholars Program:

University Scholars Program students, whose GPA falls below 3.25, must meet with their advisor to complete a probation contract as soon as possible, no later than the first week of classes of the following semester. University Scholars students who earn a grade of D or lower in any course must speak with their advisor prior to registering for any repeated course.

Students on probation must make sufficient progress toward a 3.25 GPA and meet with their advisor routinely or be subject to dismissal.

Mandel Continuing Scholars:

Mandel Continuing Scholars, whose GPA falls below 3.5, must meet with their advisor to complete a probation contract as soon as possible, no later than the first week of classes of the following semester. Mandel Continuing Scholars who earn a grade of D or lower in any course must speak with their advisor prior to registering for any repeated course.

Students on probation must make sufficient progress toward a 3.5 GPA and meet with their advisor routinely or be subject to dismissal.

5. *Incompletes:*

Students who take incomplete grades for the semester must communicate their plan to their advisor before the I grade is posted.

6. *Dismissal:*

Students whose GPA falls below 3.0 or who fail to meet the terms of their probation may be subject to dismissal from the program. Students may appeal their dismissal to an Honors Appeals Board (see Sec XV). Such appeals must be filed prior to the beginning of the next semester to ensure that the student's scholarship can still be reinstated.

7. *Mandel Continuing Scholars additional activities:*

Mandel Continuing Scholars must participate in at least two events or activities per semester. These events, sponsored by the Mandel Honors College, Mandel Continuing Scholars Program, or Mandel Vikes, can be engaged learning experiences, or activities that are social, cultural, or civic in nature.

All Mandel Continuing Scholars must also complete an exit interview with a staff member during their last semester and prior to graduation.

IV. Formal Recognition of Honors Students

A student who graduates having fulfilled the requirements of the University Honors Program, Mandel Continuing Scholars Program, or University Scholars Program will have the designation appear on both the diploma and the transcript.

V. Curriculum

Each semester a selection of Honors General Education courses and Universal Honors Experience courses will be offered. Information about upcoming Honors courses is available on the Honors web site, usually two weeks prior to the beginning of the registration period.

VI. Honors within the Discipline

Honors requirements vary from one department to another as appropriate to the discipline. To learn about the requirements for Honors within each discipline, students should consult with the department in which they intend to major. Information can also be obtained on-line from the Honors home page (see links for program requirements under "Academic Information").

The student's Honors Academic Plan, developed in conjunction with his or her Faculty Advisor and the Honors College Advisor, will assure compliance with these requirements.

a. Taking Graduate Courses

The Upper-Division honors requirements within some disciplines permit students to enroll in graduate courses as an undergraduate. To take advantage of this opportunity, students must complete the Undergraduate Request for Graduate Course Form, obtain the signature of their Faculty Advisor, and submit the completed and authorized form to the Honors Advisor prior to registration. Students who are on honors probation may not be eligible to enroll in graduate courses; eligibility will be evaluated on a case-by-case basis.

VII. Advising

There are two types of advisors in the Mandel Honors College: Mandel Honors College Advisors and Faculty Advisors.

a. The Mandel Honors College Advisor

An advisor assigned to a student upon their acceptance into the Mandel Honors College. This individual will guide the student through their first experience of registration at Cleveland State. All Mandel Honors College students are required to meet with their Mandel Honors College Advisor each spring semester to discuss plans for registration. If a student is considering changing majors, withdrawing from or adding a class, or making other changes to their academic plan, they should always consult their Mandel Honors College Advisor before making the changes to be sure that they have obtained necessary permissions and that the Mandel Honors College has accurate records regarding their academic progress. Finally, in anticipation of their senior year, students should contact their Mandel Honors College Advisor to initiate their graduation application at the appropriate time as defined by the Registrar's Office.

The Mandel Honors College Advisor is a good resource for exploring opportunities in general education, selecting an academic major, and for information about opportunities for academic enrichment.

Mandel Honors College students who experience problems or who have questions or concerns about their program should contact their Mandel Honors College Advisor for assistance. The Mandel Honors College Advisor attempts to give each student personal attention and to help resolve problems as they arise. However, students are expected to take the initiative in seeking necessary assistance.

b. The Faculty Advisor

Each Mandel Honors College student will be assigned a Faculty Advisor in the department in which they plan to major. The Faculty Advisor assists students in the development of meaningful educational plans. The Faculty Advisor will work with the student to help define the student's educational goals, design an appropriate path for achieving them, and help coordinate Upper-Division honors courses (including undergraduate research, honors thesis, and internship experience) with degree or major requirements. During the second semester of the sophomore year, the student and Faculty Advisor will work together to develop an Honors Academic Plan for the student.

c. Important Advising Issues

- Declaration of Major:

Students are advised to declare a major before completing forty-five (45) credit-hours.

- Registration:

Registration occurs each spring semester so the student and Mandel Honors College Advisor should meet and review the student's records and plan a program for the following academic year. All students enrolled in the Honors Program and Mandel Continuing Scholars Program have priority registration, so they are strongly encouraged to register as early as possible. Students must meet with their Mandel Honors College Advisor prior to registration and use this opportunity to discuss academic plans and/or problems.

- Graduation Application:

Students planning to graduate must complete a graduation application, via CampusNet, by the stated deadlines:

Fall Semester: April 14

Spring Semester: September 9

Summer Semester: March 1

In addition to the graduation application requirements, Mandel Continuing Scholars must complete an exit interview with the Honors College.

VIII. Summer Registration **(Honors and Mandel Continuing Scholars only)**

The Honors Scholarship does not routinely cover summer enrollment. However, students may apply for summer support if they have a legitimate reason for taking summer courses. Examples of legitimate reasons include: course is only offered in summer, student will avoid overload during fall or spring, student will be able to graduate “early”, etc.

To apply for summer support, a student must complete a form available from the Mandel Honors College office. Reminders and deadline information will be circulated during each spring semester. Summer support is limited, so there is no guarantee that all legitimate requests will be funded.

IX. Honors Contract Courses

An Honors Contract Course is used to allow an honors student to receive honors credit for a non-honors course. Some programs require students to complete contract courses as part of their Honors or Scholars curriculum. In exceptional cases, students may be granted permission to substitute a contract course for an Honors General Education course.

a. The Honors Contract Course:

- Extends the course selection for honors students
- Provides opportunity for more independent, self-directed research
- Augments the student’s participation in determining the course work/agenda for the course (working in conjunction with the faculty member)

Procedures:

Students interested in registering for a contract course must notify their Honors Program Advisor of their intention in writing by the stated deadlines:

Fall Semester: April 30

Spring Semester: October 15

The completed petition for the Honors Contract Course should be submitted by the end of the first month of the semester in which the course is to be taken.

Please note: Students will be moved to contract course section at a later date during the semester.

The Honors Course Contract is written by the student and the faculty member. Guidelines are available on the paper forms available in the office and online.

- The student and the faculty member should collaboratively complete and sign the Honors Contract Course form. On the form, the student and faculty member should agree on the issues described in the questions listed above.

The faculty advisor, instructor, and Dean must approve the Honors Contract Course. In some colleges, the department chair's signature is also required. Upon completion of the student's Honors Contract Course, the faculty member will assign the student's grade based on his or her performance in the Contract Course.

b. Guidelines for using a Contract Course for Honors General Education Credit (Honors Program only):

Of the four honors courses needed to complete requirements for the lower-division Honors Program, only one may be an Honors Contract Course (of no more than four credit hours). Students wishing to use a contract course to satisfy a lower-division requirement must contract in a 300 or 400-level course. The number of Honors Contract Courses that may be included as part of the Upper-Division Honors Program is determined on a department-by-department basis.

X. Student Participation in Co-ops

Mandel Honors College students are encouraged to explore co-op opportunities in consultation with their departmental and honors advisors. With advance planning, co-ops are generally compatible with participation in the Mandel Honors College programs at CSU. Students should be aware of the possible effects of electing to participate in a co-op:

- delayed graduation date
- potentially getting off sequence in registration
- complications related to scholarship funding

Students must consult with their Mandel Honors College advisor if they are thinking about a co-op so that a plan can be developed for resolving any scheduling problems and for allocating scholarship funds to cover the student's tuition costs.

XI. Extension of Scholarships (Honors and Mandel Continuing Scholars only)

The Honors Scholarship will be valid for students in good standing as follows:

- Lower-Division admits will receive a scholarship for 8 semesters

- Upper-Division admits will receive a scholarship for 4 semesters.
- Mandel Continuing Scholars will receive a scholarship for 4 semesters.

To ensure that they complete their academic programs within the period covered by their Honors Scholarship, students are expected to enroll in approximately 15 hours per semester.

Normally, students will apply their scholarship to tuition costs incurred in consecutive fall and spring semesters. However, exceptions to this are possible:

- A student may request a leave of absence as described in section XIII of the Student Handbook below. In this event, the semester(s) during which they are on leave will not count as one of the scholarship semesters to which they are entitled.
- A student may request permission to apply their Honors scholarship to a full-time load in a summer semester. If approved, the summer semester would count as one of the scholarship semesters to which the student is entitled.
- If a student withdraws from a full semester for medical reasons and files appropriate paperwork with the University, the semester from which they withdraw will not count as one of their scholarship-eligible semesters.

One-semester extensions of Honors scholarships beyond the number of semesters specified in the student's original award letter will be granted ONLY if the student demonstrates in a written petition that the following circumstances apply (extensions of more than one semester are not possible):

- A required course (or courses) is not offered in the student's final semester and the student had no reasonable previous opportunity to complete that course.
- The student makes a good faith effort to complete their program in four years, but is unable to do so because of prerequisites, class conflicts, or other circumstances not of their own creation.

Petitions for extensions must be submitted to the Mandel Honors College office. They will be reviewed by the Honors Appeals and Petitions Board who will render a decision as to whether the petition should be approved.

Note: Students who change their major or who elect to pursue multiple majors may require more than four years to complete their degree. Honors scholarships cannot be extended to accommodate these situations. However, students can still graduate with University Honors if they complete their program at CSU after their scholarship has expired as long as they complete the requirements for the University Honors Program and are in good standing in the Program.

XII. Course Withdrawal Policy

The University regulations stating procedures and deadlines for registration and withdrawal from courses apply to all students. In addition, students admitted to the Mandel Honors College are also subject to the following rules:

- Students may withdraw from a maximum of three courses (regardless of their number of credits) during their undergraduate career. Students should avoid overloading their course schedule, as overloads frequently lead to unnecessary withdrawals. Students are required to consult with their Mandel Honors College Advisor before withdrawing from a course.

XIII. Leaves of Absence

Mandel Honors College students may request permission for a temporary leave from their program for one semester (summer semester does not count as a semester for the purposes of this policy). To do so, the student must submit a written request to their Mandel Honors College Advisor. Students on study abroad semesters or on co-op are not considered to be on temporary leave.

After the one semester leave has been completed, a student may resume her/his studies simply by contacting their Honors Program Advisor and scheduling classes in the usual way.

A student who does not register for courses for more than one consecutive semester (not counting summer) will be considered an inactive Mandel Honors College student.

A student who has been declared inactive may request reinstatement in the program. To do so, the student must submit a written statement outlining the reasons for their original absence from the program and explaining why a reinstatement should be granted. In addition, the student will be required to complete an Academic Plan Contract, describing how they will complete their program. The student's request for reinstatement and supporting documentation will be reviewed by a three-person subcommittee of Honors Council (selected by the Dean), that will recommend whether or not the student should be reinstated.

XIV. Honors Council

To assure faculty participation in the operation of the Cleveland State University Mandel Honors College, an [Honors Council](#) has been established. The Honors Council's major responsibility is to institute and monitor policies under which the Mandel Honors College will operate; it has the power to create standing and ad hoc committees to effect those policies and goals.

The Honors Council consists of faculty representatives and elected student representatives from the Lower Division Honors Program, Upper Division Honors Program, University Scholars Program, and Mandel Continuing Scholars Program.

XV. Honors Appeals and Petitions Board

The purpose of the Honors Appeals and Petitions Board is to receive and act on petitions for waiver of Mandel Honors College program requirements and to receive and act on petitions resulting from disputes specific to the requirements of the Mandel Honors College programs.

The Appeals and Petitions Board is composed of three faculty members of the Honors Council. Members of the Appeals and Petitions Board are selected by the Honors Council.

Decisions of the Appeals and Petitions Board may be appealed to the full Honors Council, which decides whether to hear the appeal at its own discretion.

Decisions of the Honors Council may be appealed to the University Admissions and Standards Committee on the issue of whether or not due process has been followed. Appeal to the University Admissions and Standards Committee is as the last available resolution for the dispute.

XVI. Honors College Lounge Etiquette

All students in the Mandel Honors College have access to the Mandel Honors College Lounge and other facilities in BH 106. Please observe the following guidelines. Failure to do so may result in having your access revoked. Access is available only to students in the Mandel Honors College Honors Program, University Scholars Program, and Mandel Continuing Scholars Program.

Respect the Staff - Students are expected to respect all staff members including student workers. If you are asked to leave an area, please do so promptly. If you do not feel a request is reasonable, please abide by the request and take your concerns to the Dean.

Respect the Facility - Students are expected to help maintain the appearance of the lounge. Whatever you bring to the lounge should leave with you, or be placed in the appropriate trash or recycle container. Other students do not want to sit in your mess and the staff does not want to clean your mess. If you use dishes, clean the dishes and do not leave dishes in the sink. No feet or shoes on any tables.

Quiet and Courtesy - Please demonstrate courtesy to your fellow Honors College students. Be considerate of others and mindful of your language and conversation.

The Lounge is NOT the Rec Center - The lounge is a small space, therefore, no rough play, running, gymnastics or similar actions.

Public Displays of Affection - Couples are expected to be respectful of each other and to use good judgment in their display of affection. Public displays of affection may be embarrassing to others so keep this in mind. Please do not lie together on the couches or sit on laps. This is not appropriate behavior for a student lounge setting.

Equipment Use

Microwave – Please cover whatever you are cooking, so the food does not splatter. If splatters or spills do occur, please clean the microwave and the counter, if appropriate.

Refrigerator – Remove whatever food you have brought in by the end of the week. We have found things growing and sometimes there can be an odor. Anything left in the fridge at the end of the week is in danger of being thrown out, for food safety sake.

Printer – Print only what is needed. If you misprint something or print too many copies, do not leave it in the printer – recycle the paper. Think before you print.

Chairs – If you move a chair, return the chair to its original location when you are finished.

Other Facilities

There is a quiet study area and a group study area in BH 106. To reserve the group study area please contact the Mandel Honors College Office, BH 106, 216-687-5559. Students may not bring food into these spaces. A good rule of thumb is to leave the space cleaner than how you found it.