



## AACC HONORS PROGRAM

### STUDENT HANDBOOK

*WELCOME TO THE ANNE ARUNDEL COMMUNITY COLLEGE HONORS PROGRAM*

#### **OUR MISSION**

With learning its central mission, Anne Arundel Community College strives to provide individuals the opportunity to discover and develop their talents and to provide learners, at various preparation points, a range of integrated credentialing opportunities. The Honors Program at Anne Arundel Community College maintains academic rigor while allowing flexibility for qualified students in all majors to participate in an Honors curriculum and receive recognition for their achievements. The Honors Program expands opportunities for high achieving students by offering either: a stand-alone Honors Certificate, an Honors Certificate earned simultaneously with a Transfer Studies associates degree, or an Honors Certificate earned simultaneously with a career oriented degree such as an A.A.S. or A.A.T.

All Honors Certificate programs include Honors contract options to provide maximum flexibility in completing the required Honors credits. Students admitted to the Honors Program are challenged to develop their full potential through a variety of educational activities, by working with dedicated faculty, and by taking classes with other highly motivated and gifted students. The Honors program provides interdisciplinary learning environments that enable Honors students to collaborate in learning, think critically, communicate effectively, and lead ethically.

#### **BENEFITS TO STUDENTS**

The Honors Program at Anne Arundel Community College offers a number of benefits to students:

- Honors students will be able to take classes and participate in a variety of activities with other highly motivated and talented students.
- Honors students will be able to work one-on-one with college faculty.
- Honors students will enjoy access to the Honors studio.
- Honors students will have special opportunities for academic enrichment and social activities.
- Honors students will have access to special scholarships at AACC.
- Honors students will have transfer opportunities and scholarships to four year colleges and universities.



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## AACC HONORS PROGRAM

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**FOR MORE INFORMATION, QUESTIONS, OR CONCERNS, PLEASE FEEL FREE  
TO CONTACT US:**

**Jeffrey S. Layne, CPA**

**Honors Coordinator,**

**Associate Professor Business Management**

**Anne Arundel Community College**

**101 College Parkway**

**Arnold, Maryland 21012**

**(410) 777-1268**

**jslayne@aacc.edu**

**AND/OR**

**Katherine Voss**

**Assistant for the Honors Program**

**(410) 777-1269**

**kavoss@aacc.edu**



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## AACC HONORS PROGRAM

### ADMISSION REQUIREMENTS and APPLICATION PROCEDURES

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#### ADMISSION REQUIREMENTS:

Students must demonstrate the following to be considered for admission into the Honors Program:

1. Eligibility for ENG 121 (SAT verbal score of 550 or 90/120 on AccuPlacer Test),
2. Eligibility for college credit mathematics (SAT score of 550),
3. A high school weighted grade point average of at least 3.5 or completion of 12 college credits with a grade point average of at least 3.5. Official transcripts required,
4. A completed Honors Program Admissions Application.

#### APPLICATION PROCEDURES:

The Honors program at Anne Arundel Community College requires students to submit an application for admission. Once the application is completed and submitted to the Honors Office, the Honors Committee will review the application and select students for admission.

- For an Honors Application form please see the “Forms” section of this handbook and if additional forms are needed they can be found at the Honors Office (Truxal Library Room 111).
- Please also note that *official transcripts* are required for consideration and must be included with the application for admission for the Honors program.

*\*Anne Arundel Community College seeks to provide equal educational opportunities without regard to race, color, religion, national origin, gender, age, or disability. This policy extends to employment, admission, and all programs and activities sponsored by the college. Please see the college catalog for further information and additional policies.*



## AACC HONORS PROGRAM

### HONORS CURRICULUM

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The Honors Curriculum at Anne Arundel Community college is composed of two different course options and an Honors Contract option. *To participate in any one of these course or contract options, a student must be accepted into, and actively a part, of the AACC Honors Program.*

**There are two different course options in the Honors Program and both are equally recognized as Honors on AACC transcripts:**

#### 1. HONORS COURSE

Honors courses are specially designed interdisciplinary seminars. Honors courses are available only to Honors students and thus, provide Honors students the benefit of taking classes with other highly motivated and gifted students.

#### 2. HONORS SECTION OF A GENERAL EDUCATION COURSE

This is a course that fulfills the general education requirements of AACC while simultaneously providing accelerated learning opportunities, experiences, and coursework that integrate Honors criteria and relate to the particular discipline.

#### 3. HONORS SECTION OF A GENERAL EDUCATION COURSE

Additionally, and in efforts to better serve our students by providing maximum flexibility, AACC offers an Honors Contract option. This option allows students, who secure permission from their instructor and approval from the Honors Coordinator, to supplement an appropriate AACC course (non-Honors) with a 1-credit Honors Contract. An Honors Contract is a project-based learning experience with a faculty mentor completed concurrently with a non-Honors course. At the heart of the AACC Honors Contract is a substantial project that is appropriate to the discipline of the course for which the contract is designed. *The Honors Contract project must be completed in addition to the regular required work for the course.* The Honors project might take the form of a formal presentation, a research paper, and experiment, a performance, etc., or it may be designed as some combination of these or other appropriate elements.

\* A student hoping to enter into an Honors Contract must complete the Honors Contract Application (available in the "Forms" section of this handbook) and secure approval for the Honors Coordinator. A student who successfully fulfills an Honors Contract receives Honors recognition on his or her AACC transcripts.



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## AACC HONORS PROGRAM

### HONORS CERTIFICATE OPTIONS and GRADUATION REQUIREMENTS

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#### 1. HONORS CERTIFICATE- TRANSFER STUDIES OPTION

This program is for high achieving students who wish to earn a stand-alone Honors Certificate or those wishing to earn an Honors Certificate simultaneously with a Transfer Studies associates degree.

#### 2. HONORS CERTIFICATE-CAREER STUDIES OPTION

This program is for high achieving students who wish to earn an Honors Certificate simultaneously with a career oriented degree such as an A.A.S. or A.A.T.

#### HONORS PROGRAM GRADUATION REQUIREMENTS:

Students must earn a grade of B or higher in all Honors courses, Honors sections and/or Honors Contracts to earn Honors credit. To graduate from the Honors program, a student must earn a 3.5 cumulative grade point average.

*\*Please note that these graduation requirements apply to both certificate options.*



## Honors Certificate – Transfer Programs Option

Requirements	Credits
Minimum of three (3) courses which may be a combination of Honors Courses and Honors sections of general education courses*	9-12
Honors Course (additional to any taken above)	6
Honors Course (additional to any taken above)  Or  Honors Contracts (1 credit each to be taken concurrently with another non-honors course)  Or  Honors section of general education courses*	3
	18-21

\*Each general education course must be from different disciplines.



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## Honors Certificate – Career Programs Option

Requirements	Credits
Honors Course	3
Honors section of general education course*	3
Honors Course(s) (additional to any taken above)  Or  Honors Contract(s) (maximum 3 credits)  (1 credit each to be taken concurrently  with another non-honors course)  Or  Honors section of general education course*	9
TOTAL	15

\*Each general education course must be from different disciplines.



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## AACC HONORS PROGRAM

### *ETHICAL PRINCIPLES AND CODE OF CONDUCT* **HONORS PROGRAM POLICIES**

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- 1) Representing exemplary students at Anne Arundel Community College, AACC Honors Students endeavor to achieve their personal academic goals.
- 2) AACC Honors Students are expected to pursue their personal academic goals in an ethical and honorable manner, avoiding academic improprieties such as plagiarizing, altering a grade record by nonacademic means, submitting another's work as one's own, cheating, and receiving unapproved or inappropriate academic aid from others. Honors Students are expected to report any of these observed violations to the proper authorities.
- 3) While it is given that Honors Students will not prefer the company of every person they meet while attending AACC, they should not hold prejudices against any other person based on age, sex, race, religion, disability, heritage, socioeconomic status, political, social or other affiliation, or sexual preference.
- 4) AACC Honors Students adhere to the Honors Program Policies and they are also responsible for observing all AACC student regulations and being aware of the information in the college catalog, schedule of classes, student handbook, and official announcements sent to students' homes. College policies, the Student Conduct Code and Student Rights and Responsibilities are contained in the [college catalog](#). These policies apply to all areas under the jurisdiction of AACC including areas where activities are sponsored by the college and areas where students of the college are guests. As guests, students will make themselves familiar with any additional regulation of the host institution.



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## AACC HONORS PROGRAM

### ETHICAL PRINCIPLES AND CODE OF CONDUCT HONORS STUDENT PLEDGE

*The AACC Honors Student recognizes the importance of the pursuit of truth, devotion to excellence, and the freedom to learn and to pass on what has been learned to others. To this end the AACC Honors Student makes a personal commitment to the highest educational, ethical, and personal standards in the pursuit of knowledge, and to participate meaningfully in the communities in which they live, learn, and work.*

**As a condition of admittance to the Anne Arundel Community College Honors Program, a student must sign the following pledge, which becomes a part of his/her student record:**

I, \_\_\_\_\_, pledge to habitually seek academic excellence as part of the Anne Arundel Community College Honors Program. In recognition of my role as an academic leader and its ethical responsibility, I further pledge to manifest integrity in all my academic work and to refrain from any occasion of misusing or misrepresenting the work of others as my own. Knowing that integrity is the foundation of scholarship, I further agree to report any infractions of the program's policies to the appropriate authority.

Knowing that mutual respect and conscientious fairness build lasting academic community relationships, I will respect other AACC Honors students, my fellow AACC students, faculty, and staff in all my dealings. As an Honors student, I pledge to better my community through active participation and I will respect the rights and property of others. I will adhere to all published rules, policies, and regulations pertaining to the AACC Student Handbook and the AACC Honors Program Policies published in the AACC Honors Student Handbook.

By signing this pledge, I promise to pursue academic excellence, to be honest and fair in my dealing with others, and to be ethical in my responsibility to report infractions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*\*Please keep a copy for reference and deliver a signed copy to the Honor's Office*

*(Truxal Library Rm. 111)*



# AACC HONORS PROGRAM

## *FORMS*



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### APPLICATION PROCESS AND FORMS

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#### Admission to the Honors Program

The Honors Program at **AACC** provide a diverse and interdisciplinary learning environment that enables Honors students to collaborate in learning, think critically, communicate effectively, and lead ethically. The Honors Program at **AACC** maintains rigor while allowing flexibility for qualified students in all majors to participate in the Honors curriculum and receive recognition for their achievements.

**Admission Requirements: Students must demonstrate the following to be considered for admission into the Honors Program.**

1. Eligibility for ENG 121.
2. Eligibility for college credit mathematics.
3. A high school weighed grade point average of at least 3.5 and/or completion of 12 college credits with a minimum grade point average of 3.5.
4. One letter of recommendation from a professor, high school teacher or guidance counselor.  
\*Please note on your application if you received an AACC Honors online referral email/letter, as this will suffice and you need not obtain an additional letter of recommendation.

**Program Requirements:** Students must earn a grade of B or higher in all Honors courses, Honors sections and/or Honors contracts. Students must also maintain a grade point average of 3.5 to graduate from the Honors Program.

**Applying to the Honors Program:** After a student has submitted his/her application for general college admission, an Honors candidate should take the following steps to apply for admission to the Honors Program:

**Step 1:** Submit to the Coordinator of the Honors Program

- the completed Honors Application;
- a Personal Statement; and
- one Letter of Recommendation

**Step 2:** Submit to the college Registrar official test scores evidencing eligibility for ENG 121 and college credit mathematics

**Step 3:** Submit to the college Registrar official transcripts evidencing the qualifying GPA

Honors Program  
LIBR 111

[www.aacc.edu/honors](http://www.aacc.edu/honors)  
[jslayne@aacc.edu](mailto:jslayne@aacc.edu)  
(410) 777-1268



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## Honors Program Application

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### I. Applicant Information

Name: \_\_\_\_\_ Student I.D.: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

How did you hear about the Honors Program at AACC?

Web site

Online Referral Email

Instructor

Other  (please explain) \_\_\_\_\_

Peers

\_\_\_\_\_

Were you sent an email or letter from our faculty online Honors referral system that you plan to use as your letter of recommendation?  Yes  No

If yes, can you please provide the semester it was received &/or instructor/course \_\_\_\_\_

AACC Major: \_\_\_\_\_

*\*Please continue to the next page*



Name of High School: \_\_\_\_\_

High School or College G.P.A. \_\_\_\_\_

Have you earned AP Credits?  Yes  No

If yes, how many credits? \_\_\_\_\_

Have you completed credits at AACC  Yes  No

If yes, how many credits? \_\_\_\_\_

Have you completed credits at another college or university  Yes  No

If yes, how many credits? \_\_\_\_\_

Have you taken any honors courses before?  Yes  No

If yes, how many credits? \_\_\_\_\_

Do you plan to graduate from AACC with a degree or certificate?  Yes  No

Do you plan to graduate from AACC's Honors Program?  Yes  No

*\*Please continue to the next page*



## II. Personal Statement

We'd like to know something about you. Please tell us about your background, your academic plans, and/or your career aspirations. What do you expect to gain from and contribute to the AACC Honors Program? Please attach a typed 500 word personal statement.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature

### For office use only

Date Application Received: \_\_\_\_\_

Honors Committee Decision:  Admission Granted  Admission Denied

Date of Decision: \_\_\_\_\_



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## AACC HONORS PROGRAM

### HONORS CONTRACT

#### APPLICATION

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ALL STUDENTS WHO WISH TO ENGAGE IN AN HONORS CONTRACT MUST SUBMIT THIS APPLICATION TO THE HONORS COMMITTEE FOR APPROVAL BY **THE END OF THE SECOND WEEK OF THE SEMESTER.**

#### STEP # 1 PROVIDE YOUR INFORMATION

Name \_\_\_\_\_

ID # \_\_\_\_\_ E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

#### STEP # 2 PROVIDE COURSE INFORMATION

Department , Course Number and Section: \_\_\_\_\_

Course Instructor \_\_\_\_\_ Term/Year \_\_\_\_\_

Instructor's telephone \_\_\_\_\_ E-mail \_\_\_\_\_

#### STEP # 3 SECURE APPROVAL OF COURSE INSTRUCTOR

As a course instructor, I am willing to work with this student on an Honors contract this semester.

Signature, Course Instructor \_\_\_\_\_ Date \_\_\_\_\_

*\*Please continue to the next page*





**STEP # 6 HONORS PROJECT /SIGNATURES OF AGREEMENT AND COMMITMENT**

**PLEASE NOTE: It is the responsibility of the instructor and the student seeking Honors credit to agree on the terms for which Honors credit will be granted. The Honors Project will be evaluated by the instructor for its thoroughness, clarity, creativity, and evidence of scholarship. Any other special guidelines for evaluation, particularly specific to the field, will be made clear by the instructor. The student agrees that the work which he/she will undertake is in addition to the regular coursework required by the instructor.**

I agree to do the project described above so that I may earn Honors credit for this course and in accordance with Honors standards. I understand that I must receive *a grade of B or better for both the project and the course to receive Honors credit*. If I do *not* receive a B or better, credit will be given as a regular section of the class, *not* an Honors section.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

I agree to work with this student on the project described above using the guidelines set forth and agreed upon.

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

**STEP # 7 SECURE APPROVAL TO PURSUE HONORS CONTRACT**

The Honors Committee will inform the student and faculty member of application approval or disapproval by the **end of the fourth week of the semester**.

On behalf of the Honors Committee and as the Honors Coordinator, I hereby certify that this Honors Contract Application has been:

**APPROVED** /Signature \_\_\_\_\_ Date \_\_\_\_\_

**DENIED** /Signature \_\_\_\_\_ Date \_\_\_\_\_



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## AACC HONORS PROGRAM

### HONORS CONTRACT

#### STUDENT/HONORS FACULTY MENTOR LOG

STUDENT'S NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COURSE: \_\_\_\_\_

SEMESTER/TERM: \_\_\_\_\_

INSTRUCTOR'S NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_

OFFICE: \_\_\_\_\_

PHONE: X \_\_\_\_\_

WEEK	DATE/TIME	COMMENTS ABOUT MEETING