

## **Honors Groups Guidelines**

### **What is an Honors Group?**

- An Honors group is a group of at least five (5) members of the Honors College that promotes community within Honors.
  - Honors Groups are only for current Honors College students.
- Honors groups meet in person, weekly or bi-weekly in the Honors College wing.
- An active group member is defined as a student who attends at least eighty percent (80%) of the group meetings.
- Active group membership fulfills the two (2) Thrive participation requirements each semester.

### **Honors Group Leaders**

- Two group co-leaders will be established at the end of the spring semester for the following academic year.
- Group Leaders must both be current members of the Honors College.
- Serving as a group leader fulfills the two (2) Share and two (2) Thrive participation requirements each semester.

### **Responsibilities of a Group Leader**

- Manages an Honors Group including: establishing meeting time and location, planning meeting activities, tracking group attendance, communicating with group members, and managing group budget.
  - Communicate the group meeting time and location with the Group Coordinator at least 2 weeks prior to the start of the semester.
  - Groups that would like to meet in the Honors wing must make the request to the Group Coordinator via email. Requests will be processed on a first come first serve basis.
- Records accurate attendance at each meeting and uploads attendance within 48 hours of a meeting.
- Submits monthly attendance, mid-semester, and end-of-semester reports to the Group Coordinator via email.
- Meets monthly with the Group Coordinator and responds to emails within 48 hours.
- Submits the [group proposal form](#) at the end of the spring semester in order for the group to continue in the next academic year.

### **Creating an Honors Group**

- Honors College students who are interested in creating an Honors Group must submit the Honors College group proposal form.
- Upon submission of the proposal, the two proposed group-leaders must meet with Honors College staff and the Honors Group Coordinator to discuss and review the proposal.
- Once the proposed group leaders have met with Honors College staff and the Honors Group Coordinator, the proposal is then reviewed and approved by the entire Honors College Staff including the Honors College Dean.

## **Honors Group Removal Process**

### **Removal of Group Leaders**

- Any Group Leader who fails to meet the responsibilities outlined in the Honors Groups Guidelines document can be removed by the HSO and Honors College Staff.
- Group Leaders must abide by the Honors College Guidelines. Group leaders must be in good standing with the Honors College.

### **Removal of Groups**

- Honors Groups who fail to meet the requirements of an Honors Group as outlined in the Honors Groups Guidelines document can be removed by the HSO and Honors College Staff.
- Group members must abide by the Honors College Guidelines.
- If an Honors Group gains interest from students who are not a part of the Honors College, Honors College Staff will support the group in becoming a recognized SGA Club that can then serve students who are not members of the Honors College.