



BENTLEY UNIVERSITY

—
Honors Program

STUDENT HANDBOOK

STUDENTS ARRIVING FALL 2022

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Welcome to the Honors Program!

Welcome to Bentley University Honors Program! This handbook contains important information for all honors students, containing our mission, vision, and benefits, as well as critical information that you need to be successful in our program. In this document, you will find important dates, campus contacts, opportunities to get involved both on and off campus, and documents you may need to submit in order to successfully complete the program.

The Honors Program here at Bentley University offers a unique experience for our students. We provide small and highly interactive courses. We have dedicated faculty ready to help you succeed, fellowship opportunities, research funding, Honors defined living communities, and several co-curricular activities. We are committed to building an inclusive and welcoming environment for our students by valuing and embracing diversity in beliefs, backgrounds, identities, and ideas. As a Falcon, we expect you to embrace the [Core Values of Bentley University](#).

The purpose of this handbook is to help you navigate through your years here at Bentley, while at the same time, giving you the proper tools to succeed in our program. In the Honors Program, we hold our students to high standards; as such, we have the Honors Program Academic Integrity Guidelines.

The Honors Program Leadership Team welcomes any comments, questions, and suggestions to help you feel the sense of community we look to achieve. We welcome you to another school year!

Honors Program Leadership Team

Professor Christian Rubio, Director
Jordan Thompson, Assistant Director
Ashley Fishwick, Graduate Assistant

Mission and Vision

Mission

The Bentley University Honors Program offers a distinctive learning experience to a diverse community of Bentley's highest academically achieving students who are passionate about exploring the world, are invigorated by inquiry, and driven to expand their horizons while giving back to their community both within and beyond Bentley.

Vision

The Honors Program provides participating students with an interdisciplinary curriculum designed to foster advanced intellectual growth and lays a foundation for lifelong learning. In a unique business school that values a strong liberal arts education, Honors students are enriched by their exposure to interdisciplinary approaches, experiential learning, and academic research. Honors students are expected to demonstrate leadership and initiative in their curricular and extra-curricular endeavors. Honors students have opportunities to integrate their academic life with an array of experiences that enhance their broader individualized learning experience.

Honors Program Student Learning Goals

The Bentley University Honors Program empowers students to develop a lifelong commitment to intellectual curiosity and civic engagement while fostering an inclusive and supportive community to promote students' success and well-being.

Intellectual Curiosity

- Honors students engage in a challenging curriculum that prepares them to excel in their chosen field of study while utilizing a cross-disciplinary framework to develop creative solutions to complex problems.
- Honors students continually seek opportunities to expand their breadth and depth of knowledge by participating in experiential learning, academic research, interdisciplinary study, global experience learning, and professional development.
- Honors students produce an original Pathway project that allows for deeper exploration of a topic that they are especially passionate about. Honors students develop and deliver a presentation at the annual Honors Research Conference to educate the Bentley University community about their Pathway work.

Social and Ethical Responsibility and Civic Engagement

- Honors students make a positive impact in their communities, both within and beyond Bentley, by completing a required service-learning experience and practicing the Core Values of Bentley University.
- Honors Students demonstrate integrity both inside and outside of the classroom by acting respectfully and honestly – Honors students follow the Honors Program Academic Integrity Guidelines and are expected to voluntarily report academic integrity charges to the Honors Program Director.
- Honors Students expand their cultural knowledge by completing a global experience.
- Honors Students may serve on the Honors Student Council and take on a leadership role by collaborating with the Honors Leadership Administration team, planning social and service events, and administrating student committees.

Fostering an Inclusive and Supportive Community to Promote Student Success and Well-being

- Honors Students value the opportunity to engage with a diverse group of students, faculty, and staff – The Honors Program provides numerous academic, social, and service events to promote students success, learning, and well-being.
- Honors Students create a welcoming and inclusive environment for all to participate fully.
- Honors Students demonstrate a commitment to their holistic wellness by prioritizing their physical health, mental health, and personal well-being.
- The Honors Program creates a community of care by providing a dedicated staff member to help students navigate and engage with appropriate campus and community resources to promote success both inside and outside of the classroom.

Honors Program Requirements

The following summarizes the requirements of Honors students to graduate from the Honors Program:

- Students entering the Honors Program as first year students must meet the following overall GPA requirements:
 - End of the first full semester at Bentley University: 3.3
 - End of the second full semester at Bentley University 3.3
 - End of the third full semester at Bentley University 3.4
 - End of the fourth full semester at Bentley University 3.4
 - End of the fifth full semester at Bentley University to graduation: 3.5*
- *** Regardless of when admitted all Honors students must graduate with at least a 3.50 overall GPA, regardless of circumstances. Students in the Advanced Standing Finance (ASF) and the Advanced Standing in Business (ASB) must graduate with a 3.4 GPA, including graduate courses.**
- Students are required to complete a service-learning experience during their second year in the form of either a 4th credit Service-learning class or an embedded Service-Learning course, as defined by [Service-Learning and Civic Engagement Center](#).

Honors Program Requirements for students admitted by Undergraduate Admission Office during fall 2022

The Honors Core (Required courses): 9 courses total

- 3 Honors Foundations for Success Courses in your first year at Bentley
 - Falcon Discovery Seminar: FDS 100H
 - Critical Reading and Writing: EMS 101H*
 - Multimodal Communications: EMS 104H
- 3 Honors Context and Perspective Courses
- 3 Honors Business Courses (They can come from Business Dynamics, Business Environment, Business Electives, or Major Required Courses)
- Honors Pathway Experience

*If you are bringing in AP/IB credit, you may be exempt from Critical Reading and Writing (EMS101H) and no additional Honors courses will be added.

**Students who choose AC, BE, Eco-Fi, CFA, ISAC, FI, or QE as their *primary* major must take the required courses as shown below:

Abbreviation	Major	Required honors course
AC	Accounting	AC 311
BE	Business Economics	EC 224 or EC 225
Eco-Fi	Economics-Finance	EC 224 or EC 225
CFA	Corporate Finance and Accounting	FI 307
FI	Finance	FI 306
ISAC	Information Systems Audit and Control	AC 311
QE	Quantitative Economics	EC 224 or EC 225

Service-Learning Experience

Students are required to complete a service-learning experience by the end of their second year in the form of either a 4th credit Service-Learning class or an embedded Service-Learning course, as defined by [Service-Learning and Civic Engagement Center](#).

If you choose the Service-Learning Pathway, it will be embedded in the experience and this requirement will be fulfilled.

Typical 4-year plan

First year

- Falcon Discovery Seminar
- Critical Reading and Writing
- Multimodal Communications
- 1 Honors Course (Context and Perspectives or Business courses)

Total: 9-12 credits

Second year

- 4 Honors courses (Context and Perspectives or Business courses)
- Service-Learning Experience (if you are not completing Service-Learning Pathway)
- Choose your pathway

Total: 12-13 credits

Third year

- 1 Honors courses: (Business courses)
- Honors Pathway Proposal

Total: 4 credits

Fourth Year

- Pathway

Total: 2 – 3 credits

*Students cannot take more than three honors courses from any one department.

Honors Program Requirements for Bentley students who arrive at Bentley and are accepted by the Honors Program Leadership Team after fall 2022

Required courses

- Honors Seminar
- 6 Honors Courses Total
- Honors Pathway Experience
- Service-Learning Requirement

**Students who choose AC, BE, Eco-Fi, CFA, ISAC, FI, or QE as their *primary* major must take the required courses as shown below:

Abbreviation	Major	Required honors course
AC	Accounting	AC 311
BE	Business Economics	EC 224 or EC 225
Eco-Fi	Economics-Finance	EC 224 or EC 225
CFA	Corporate Finance and Accounting	FI 307
FI	Finance	FI 306
ISAC	Information Systems Audit and Control	AC 311
QE	Quantitative Economics	EC 224 or EC 225

Service-Learning Experience

Students are required to complete a service-learning experience in the form of either a 4th credit Service-Learning class or an embedded Service-Learning course, as defined by [Service-Learning and Civic Engagement Center](#).

If you choose the Service-Learning Pathway, it will be embedded in the experience and this requirement will be fulfilled.

GPA Requirements

Students entering the Honors Program after their first semester or beyond must meet the following overall GPA requirements

- End of the first full semester as honors student at Bentley University: 3.4
- End of the second full semester as honors student at Bentley University 3.4
- End of the third full semester as honors student at Bentley University 3.4
- End of the fourth full semester as honors student at Bentley University to graduation 3.5*

*** Regardless of when admitted all Honors students must graduate with at least a 3.50 overall GPA, regardless of circumstances. Students in the Advanced Standing Finance**

(ASF) and the Advanced Standing in Business (ASB) must graduate with a 3.4 GPA, including graduate courses.

Honors Program Requirements for transfer students who arrive at Bentley in the fall 2022 or after:

Required courses

- Honors Seminar
- 6 Honors Courses Total
- Honors Pathway Experience
- Service-Learning Requirement

**Students who choose AC, BE, Eco-Fi, CFA, ISAC, FI, or QE as their *primary* major must take the required courses as shown below:

Abbreviation	Major	Required honors course
AC	Accounting	AC 311
BE	Business Economics	EC 224 or EC 225
Eco-Fi	Economics-Finance	EC 224 or EC 225
CFA	Corporate Finance and Accounting	FI 307
FI	Finance	FI 306
ISAC	Information Systems Audit and Control	AC 311
QE	Quantitative Economics	EC 224 or EC 225

Service-Learning Experience

Students are required to complete a service-learning experience in the form of either a 4th credit Service-learning class or an embedded Service-learning course, as defined by Service-Learning and Civic Engagement Center.

If you choose the Service-Learning Pathway, it will be embedded in the experience and this requirement will be fulfilled.

GPA Requirements

Students entering the Honors Program as transfer students must meet the following overall GPA requirements

- End of the first full semester as honors student at Bentley University: 3.4
- End of the second full semester as honors student at Bentley University 3.4
- End of the third full semester as honors student at Bentley University 3.4
- End of the fourth full semester as honors student at Bentley University to graduation 3.5*

*** Regardless of when admitted all Honors students must graduate with at least a 3.50 overall GPA, regardless of circumstances. Students in the Advanced Standing Finance (ASF) and the Advanced Standing in Business (ASB) must graduate with a 3.4 GPA, including graduate courses.**

Studying Abroad

When studying abroad for a full semester, Honors students are *not able to receive Honors course credit*.

Honors Contract Information

1. What is the Honors Contract?

Please complete the steps below to receive Honors Program credit for a non-Honors course. Students who have required honors courses in their major and want to use the honors contract, need to contact the Director of the Honors Program for consideration.

2. What steps do students take to complete the Honors Contract?

- A. First, you will need to work with your professor and agree upon an extra project or paper for the course related to the course topics or themes that meets several of the criteria outlined below. You should also share with your instructor the Honors Contract FAQ document *for faculty*.
- B. You will need to complete the online questionnaire sent the first week of the semester by Professor Rubio and include the written description of your project determined with your faculty member. The proposal should be written to explain the basics of the project (why you chose this project, how you plan to achieve it, etc.), and discuss how it fits in with the broader course themes as well as meets some of the criteria outlined below.
- C. The form must be completed by *no later than* the third Friday of every semester.
- D. Your instructor will be notified shortly after the Honors Leadership Team has received all honors contract questionnaires.
- E. At the end of the semester, the Honors Program Leadership Team will contact your professor to confirm the contract has been completed. If your instructor confirms that your contract has been completed, the Honors Program Leadership team will contact the Registrar's Office to request that you receive Honors credit for your course(s).

3. Can I use the Honors Contract to get extra credit?

Absolutely not. The Honors Contract can only be used to count your non-honors course as honors. Under *no circumstances* can the project that is part of the Honors Contract be used to enhance any part of the grading scale in your course.

Honors Contract Criteria

The specifics of the project are up to the discretion of you and the professor. In general, the project should not just be ‘extra work’, but should be a thoughtful, personally interesting, or relevant. The project should also be appropriately in-depth as an extension of the regular course work, and distinct from the non-Honors coursework, if applicable. Projects and proposals should be developed so that they meet several of the following criteria:

- Explores greater depth of existing course topic(s) or other important or advanced topics not covered in existing course.
- Employs technical research tools and techniques.
- Integrates analysis of academic papers in relevant field journals to topic question.
- Makes appropriate use of original source readings or foundation/classic readings in field.

Both the proposal and the final project should clearly reflect some of these criteria. Typical final projects vary greatly by course, faculty member, topic, scope of project, etc. Thus, there is no specific length or formatting requirements; any restrictions of this type are up to the discretion of the faculty member.

4. What does the Honors Contract form look like?

Honors Contract

Please complete the steps below to receive Honors Program credit for a non-Honors course. The Honors Contract is designed to fulfill two major courses if applicable to the program of study. It may also fulfill the Global Experience Requirements for those students who arrived to Bentley during or after fall 2020 but before fall 2022. Students who wish to use the Honors Contract for a course outside of their major need to contact the Director of the Honors Program, Professor Rubio (rubio@bentley.edu) for consideration.

*At the end of the semester, the Honors Program Leadership team will contact your professor to confirm the contract has been completed. If your instructor confirms that your contract has been completed, the Honors Program Leadership team will contact the Registrar to request that you receive Honors credit for your course(s).

The Honors Program Student Handbook can be referenced here for a more complete description: <https://www.bentley.edu/academic/undergraduate-programs/honors-program>
Questions? Email GA_HonorsProgram@bentley.edu.

Hi, Jordan. When you submit this form, the owner will see your name and email address.

* Required

1. First Name *

Enter your answer

2. Last Name *

Enter your answer

3. Student ID *

Enter your answer

4. What is your major? *

Enter your answer

5. Please select your first semester at Bentley University. *

Fall 2019
 Spring 2020
 Fall 2020
 Spring 2021
 Fall 2021
 Spring 2022

6. Course name and code *

Enter your answer

7. Name of the course instructor *

Enter your answer

8. Where would you like this course to be reflected on DegreeWorks? *

Honors Elective
 Major Course Requirement

5. Are students allowed to complete a group project or paper to fulfill the Honors Contract?

Yes, you are welcome to offer a group project or paper to fulfill the Honors Contract.

6. Do you need assistance in brainstorming an Honors Contract Project?

We are happy to help! Please email the Honors Leadership Team to ga_honorsprogram@bentley.edu and we will set up a time to chat with you.

Honors Pathway Information

The Honors Pathway is the culminating project required to successfully complete the Honors Program. For most Honors students, this is the highlight of their time at Bentley. Working on this project allows you to investigate a problem and do serious writing, research, or creative work. It could also give you the opportunity to work with a team led by a faculty member as a consultant for organization. All students are required to present their Pathway projects at the annual [Undergraduate Research Conference](#).

Pathway Deadlines:

Jordan Thompson, Honors Program Assistant Director, manages the Pathway process. Please reach out to Jordan (jthompson@bentley.edu) about specific timelines for Pathway Application process.

For students that arrived after Fall 2022

Achieving the mission and vision of the Honors Program requires a commitment to continuous innovation and evaluation of our curriculum offerings. To this end, the Honors Leadership Team approved the creation of six distinctive pathways within the Honors Program. The Pathways, which may be chosen as early as the first year, will allow students the flexibility to explore fields that they are passionate about.

- *Creative Pathway*
 - The Creative Pathway is an opportunity for students to bring together the threads of personal, intellectual, and creative interests and weave them into a final product that demonstrates original research and exploration of the creative and conceptual.
- *Service-Learning Pathway*
 - The Service-Learning Pathway will allow the students to participate in civic and service-learning opportunities that impact change outside of the classroom.
- *Corporate Immersion*
 - With the long-term goal of launching an “in-house, student-run consulting firm”, the Corporate Immersion pathway will offer the opportunity to honors students to truly partake in experiential learning.
- *Diversity, Equity, and Inclusion Pathway: Business for positive change*
 - The DEI pathway will allow students to work on projects that address relevant and important topics in diversity, equity, and inclusion such as racial equity, anti-racism, and gender equality, to name a few.
- *The Economics Pathway*
 - Open only to Quantitative Economic (QE) and Business Economic (BE) majors, the Economics Pathway allow the students to work on a scholarly project related to their major.
- *The Scholarly Project Track*
 - Allows students to work one-on-one with a faculty advisor to complete a scholarly research project. Scholarly projects should aim to make an original contribution to the academic literature.

Honors Pathway timeline for students who arrived after Fall 2022

	Spring 2 nd year	Fall 3 rd year	Spring 3 rd year	Fall 4 th year	Spring 4 th year
Applicable for all Honors Students, <i>except</i> BE or QE majors, study abroad for one full year, and one-year early graduates		<ul style="list-style-type: none"> • Submit proposal application form • Register for Pathway Proposal 	Complete pathway proposal (1 credit)	Complete pathway project (2 credits)	No Activity
Early Graduates one year	<ul style="list-style-type: none"> • Submit proposal application form • Register for Pathway Proposal 	Complete pathway proposal (1 credits)	Complete pathway project (2 credits)		
Business Economic (BE) or Quantitative Economics (QE) Major			<ul style="list-style-type: none"> • Submit pathway proposal form 	Register for EC 431 or EC 483	Complete EC 431 (BE majors) or EC 483 (QE majors) (<i>offered as Honors</i>) Course with course instructor
Study abroad for full year			<ul style="list-style-type: none"> • Submit proposal application form • Register for Pathway Proposal* 	Complete pathway project (2 credits)	No Activity
Advanced Standing in Finance (ASF) and Advanced Standing in Business (ASB)	<ul style="list-style-type: none"> • Submit proposal application form • Register for Pathway Proposal 		Complete pathway proposal (1 credits)	Complete pathway project (2 credits)	

*Proposal will take place during the summer.

**ASF students have the option to work on their proposal or capstone in the summer.

Governance

The Honors Program is governed by the Honors Program Leadership Team and the Honors Faculty Council (HFC). The HFC is composed of faculty members, the Honors Program Leadership Team, and the President of the Student Honors Council. The HFC meets monthly and supports the administration of the program via voting or coming to an agreement with the Honors Leadership team in decisions affecting the program.

Student Honors Council

The Student Honors Council (SHC) is the body that represents the students to the Honors Leadership Team and is part of the decision-making process of the Honors Program by having a presence in the FHC. The SHC is composed of a President, Vice-President, Secretary, and Class Representatives from every year. The SHC is selected during the fall semester and acts as a liaison between Honors students and the administration. In addition, the SHC administers various student committees, such as the Event Planning Committee, The Mentorship Committee, the Newsletter Committee, and the Recruitment Committee.

Diversity Committee

The Diversity Committee is led by the Diversity Chair, who is a class representative that will be selected by the SHC. Members of this committee are selected by the Events Chair on an application basis per calendar year.

Event Planning Committee -

Event planning is led by the Events Chair, who is a class representative that will be selected by the SHC. Members of this committee are selected by the Events Chair on an application basis per calendar year. They are charged with organizing all events for the Honors Program.

Recruitment Committee -

Led by the Recruitment Chair, who is a class representative that will be selected by the SHC. This committee is composed of no more than four members, including the Recruitment Chair. Members are selected by the Recruitment Chair on an application basis per calendar year. They are charged with all recruitment efforts led by the Honors Program, in collaboration with the Honors Program Director.

Mentorship Committee -

Led by the Mentorship Chair, who is a class representative that will be selected by the SHC. This committee is composed of no more than four members, including the Mentorship Chair. Members are selected by the Mentorship Chair on application basis per calendar year. They are charged with running the mentorship program as stated in the Mentorship Guide documentation in the online folder.

The Newsletter Committee -

Led by the Chief Editor, who is selected by the SHC. It is composed of no more than four members, including the Chief Editor. Members are selected by Chief Editor on an application basis each semester.

Honors Academic Probation

If a student does not achieve the required GPA at the end of a semester (fall, spring, or summer), the student will be placed automatically on academic probation within the Honors Program and be given the subsequent semester after the term in which they fell below to raise their overall GPA to the required standards. Students who are on academic probation must meet with an academic advisor and the Director of the Honors Program to develop a plan to support their academic success. If the student's GPA improves substantially, but still fails to meet the minimum Honors Program GPA requirement at the end of their first semester on academic probation, the probationary period may be extended for another semester. In order to obtain this extension, the student must meet with the Director of the Honors Program. If a student's GPA does not improve substantially after the subsequent semester in which they fell below the required GPA and/or does not meet the required GPA after an extended probation period, the student will be dismissed from the Honors Program. If the student is on a leave of absence from the University or studying abroad the subsequent semester, the first semester in which the student returns to campus will apply in raising their overall GPA to the required standards. Students who fall below the required overall GPA more than once will be dismissed from the Honors Program.

Students who have been dismissed from the Honors Program do have the option to submit an appeal. The Honors Leadership, in tandem with the Honors Faculty Council, will evaluate whether or not the extenuating circumstances directly and clearly adversely affected the student's academic performance as well the student's potential for satisfying the program requirements for graduation. Students whose appeals are granted will receive one additional probationary semester to meet the required GPA minimum. No other grounds for appeal will be considered.

Honors Program Academic Integrity Guidelines

These guidelines are a supplement to the Academic Integrity (AI) policy which can be found in the Undergraduate Handbook and the Faculty Manual. The AI policy applies to all Bentley students, as well as the Bentley Honor Code, which reads as follows:

As a Bentley student, I promise to act honorably in my courses and my professional endeavors, adhering to both the letter and spirit of Bentley's academic integrity system. I will neither take advantage of my classmates nor betray the trust of my professors. My work will be honest and transparent, and I will hold myself and my peers accountable to the highest ethical standards. Participation in the Honors Program is a privilege and, as such, students are subject to removal from it for breaches of AI policy. In addition to the university-wide AI policy, the following specific rules apply to Honors students.

- a) Whenever an Honors student is determined to have committed a violation via the AI process, case materials are submitted to the AI Council for review. Each Council member then votes as to whether the violation warrants a Level I or Level II designation. In all instances, the student is still subject to any sanctions proposed by the submitting faculty and the normal review process (Level I or Level II) will thereafter ensue.
 - If a majority of respondents deem the incident a Level I violation, the student may remain in the program.
 - If a majority of respondents deem the incident a Level II violation, the student will be removed from the Honors Program.
 - In instances where votes are evenly divided, the student may remain in the program and the incident designated Level I.
- b) Any finding of a second violation through the normal AI process will result in removal from the Honors program, regardless of violation level.
- c) After a Level determination has been made by the Academic Integrity Council, an Honors student retains the right to take their case to an AI Hearing just as they would if they were not enrolled in the program. In these instances, the Hearing Panel will perform the normal duties of determining whether a violation occurred and the appropriate sanction.
- d) If a Hearing Panel finds that the circumstances described in the incident report submitted to the Academic Integrity Council differ materially from those discovered during the Hearing, the Director, in consultation with the Panel, will refer the case back to the Academic Integrity Council for further review and a new vote regarding the violation level.

Additional procedural notes:

- When a finding requiring removal occurs, the student and the Honors Program Director are notified by the Office of Academic Integrity. When a pending incident report may impact graduation privileges, the Office of Academic Integrity will inform the Honors Director of its existence without any details.
- There will be no appeal of removal under any circumstances except, as specified in the university AI policy, to the Provost.
- Confidentiality will be maintained throughout this process. Faculty, staff, and students will only be notified of the violation on a need-to-know basis.
- A student removed from the program after receiving a medallion and Honors Program certificate must return both before graduation upon request by the Honors Director.
- If a student falls below the required Honors GPA as a result of an AI sanction, they will be automatically removed from the Honors Program.