



**BENTLEY UNIVERSITY**  
—  
Honors Program

# **STUDENT HANDBOOK**

**FOR STUDENTS ARRIVING  
BEFORE 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!

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## Honors Program Leadership Team

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

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## 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.

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# 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 Capstone 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 Capstone 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.

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# 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 or after fall 2020*

Required courses:

- FS111H
- EXP101H
- EXP201H
- GB110H or GB112H
- EC111H \*
- 5 electives honors courses\*\*
- Honors Capstone Experience

\*If a student brings this course as AP or IB prior to arriving to Bentley, this will automatically become an elective honors course.

\*\*Students must take 5 of these honors courses, except for

1. Information Systems Audit and Control and Accounting majors must take AC 311H, AC 312H, and at least 3 Honors elective courses, 2 of which must be from A&S disciplines.
2. Finance majors must take FI 306H, FI 307H, and 3 Honors elective courses, 2 of which must be from A&S disciplines.
3. Corporate Finance and Accounting majors must take AC 311H, AC 312H, FI 307H, and two Honors elective courses, both from A&S disciplines.
4. Business Economics, Quantitative Economics, and Economics-Finance majors must take EC 224H, EC225H, and 3 Honors elective courses, 2 of which must be from A&S disciplines.

## **Global Experience**

Global experience can be completed in two different forms. If a student spends any time abroad, as defined by the Cronin Office, they must submit a reflection paper. If a student does not go abroad, they will use the Honors Contract to make an international intensive course count as an Honors Global Experience. Please note that specific questions will be answered in both the reflection paper and the project for the international intensive course.

## **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](#).

## Typical 4-year plan

### First year

- FYSH
- EXP101H
- One (1) GB Honors class (112 or 110)
- EXP 201H

Total 10 credits

### Second year

- EC111H\*
- Honors courses (NAS, CIS, PH, HI, SOC, LA, ML, MA, EMS, MK, MGMT, GLS, IDCC) pick 3
- Service-Learning Experience

Total 12-13 credits

### Third year

- Honors courses (NAS, AC, PH, HI, CIS, SOC, LA, ML, MA, EMS, MK, MGMT, GLS, IDCC) pick 2 \*
- Global Experience
- Honors Capstone Proposal

Total 7 credits

### Fourth Year

- Capstone

Total 2 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 before fall 2022***

### Required courses

- EC111H\*
- 5 electives honors courses\*\*
- Honors Capstone Experience

\*If a student brings this course as AP or IB prior to arriving to Bentley, this will automatically become an elective honors course.

\*\*Students must take 5 of these honors courses, except for

5. Information Systems Audit and Control and Accounting majors must take AC 311H, AC 312H, and at least 3 Honors elective courses, 2 of which must be from A&S disciplines.
6. Finance majors must take FI 306H, FI 307H, and 3 Honors elective courses, 2 of which must be from A&S disciplines.
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### **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](#).

### **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 before fall 2022***

**Required courses**

- EXP101H or EXP201H
- GB 112H or GB 110H
- EC111H \*
- 5 electives honors courses\*\*
- Honors Capstone Experience

\*If a student brings this course as AP or IB prior to arriving to Bentley, this will automatically become an elective honors course.

\*\*Students must take 5 of these honors courses, except for

1. Information Systems Audit and Control and Accounting majors must take AC 311H, AC 312H, and at least 3 Honors elective courses, 2 of which must be from A&S disciplines.
2. Finance majors must take FI 306H, FI 307H, and 3 Honors elective courses, 2 of which must be from A&S disciplines.
3. Corporate Finance and Accounting majors must take AC 311H, AC 312H, FI 307H, and two Honors elective courses, both from A&S disciplines.
4. Business Economics, Quantitative Economics, and Economics-Finance majors must take EC 224H, EC225H, and 3 Honors elective courses, 2 of which must be from A&S disciplines.

**Global Experience**

Global experience can be completed in two different forms. If a student spends any time abroad, as defined by the Cronin Office, they must submit a reflection paper. If a student does not go abroad, they will use the Honors Contract to make an international intensive course count as an Honors Global Experience. Please note that specific questions will be answered in both the reflection paper and the project for the international intensive course.

**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](#).

**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.**

## HONORS COURSE REQUIREMENTS IN MAJOR FOR STUDENTS ACCEPTED TO THE HONORS PROGRAM PRIOR TO FALL 2020

Please note the 6 + 2 + C applies to everyone, except FA majors. Honors contract can *only* fulfill the 2 courses for your major, if applicable to your program of study.

### Business Majors

AC & SAC	CIS	FA	FI	EF & BE <sup>#</sup>	IDCC	CR	MG	MK	PRS
AC 311-H Fall Only	Any Two CIS In-Major Course Projects <b>(Requires Advance Approval – Contact Honors Program for Details)</b>	AC 311-H Fall Only	FI 306-H Fall or Spring	EC 224-H Fall or Spring	Any <b>two</b> IDCC In-Major Course Projects <b>(Requires Advance Approval – Contact Honors Program for Details)</b>	Any <b>two</b> CR In-Major Course Projects <b>(Requires Advance Approval – Contact Honors Program for Details)</b>	1. One of MG 240 – H MG 345 – H MG 331 – H MG 332 – H MG 334 – H 2. Any MG XXX - H	Any <b>two</b> of the following: MK XXX-H MK 411 EC 361 HNR 440 (MK Focus) MK Course Project(s) <b>(Requires Advance Approval– Contact Honors Program for Details)</b>	Any <b>two</b> of the following: MG 360-H COM 210-H MG 240-H HNR 440 (PRS focus) PRS Course Project(s) <b>(Requires Advance Approval– Contact Honors Program for Details)</b>
AC 312-H Spring Only		AC 312-H Spring Only	FI 307-H Fall or Spring	EC 225-H Fall or Spring					
		FI 307-H* Fall or Spring							

\*Note: FI 307 not required for FA majors enrolled in BS/MS Finance 4 year program

#Note: EC 431 can apply toward Honors capstone requirement for BE majors

### Arts and Sciences Majors

ASC, DA & MA	HI ##	HLS AND SSC	PPL	LA, IA, MC, EN, PH, LCB
No prescribed honors courses in major are required for completion of the Honors program. Any 8 Honors + the Honors Capstone will satisfy the Honors requirements.	Any <b>two</b> HI XXX-H Courses	Any <b>two</b> of the following: Any Honors course(s) satisfying HLS/SSC major requirements NASE 415 HNR 445 (HLS/SSC focus) HLS/SSC Course Project(s) <b>(Requires Advance Approval– Contact Honors Program for details)</b>	Any <b>two</b> of the following: Any Honors course(s) satisfying PPL major requirements HNR 445 (PPL Focus) PPL Course Project(s) <b>(Requires Advance Approval– Contact Honors Program for Details)</b>	No prescribed honors courses in major are required for completion of the Honors Program. Any 8 Honors + the Honors Capstone will satisfy the Honors requirements.

##Note: HI 402 can apply toward Honors capstone requirement for HI majors

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## Studying Abroad

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

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## Honors Contract Information

### 1. What is the Honors Contract?

Please complete the steps below to receive Honors Program credit for a non-Honors course. It may also fulfill the Global Experience Requirements for those students who arrived to Bentley before the fall 2022. 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 ([crubio@bentley.edu](mailto:crubio@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/academics/undergraduate-programs/honors-program>  
Questions? Email [GA\\_HonorsProgram@bentley.edu](mailto: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](mailto:ga_honorsprogram@bentley.edu) and we will set up a time to chat with you.

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## Honors Capstone Information

The Honors Capstone 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 Capstone projects at the annual [Undergraduate Research Conference](#).

### **Capstone Deadlines:**

**Jordan Thompson, Honors Program Assistant Director, manages the Capstone process. Please reach out to Jordan ([jthompson@bentley.edu](mailto:jthompson@bentley.edu)) about specific timelines for Capstone Application process.**

***For students that arrived before Fall 2022***

In order to enhance your Honors Program experience, during your second year, you will be required to complete a Service-Learning experience. During the fall semester of your third year<sup>1</sup>, you will select from one of three Capstone tracks:

- The Scholarly Track
- The Creative Track
- The Community Based Research Track

*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.

*The Creative Project Track* also allows students to work with a faculty advisor. In this case, however, students are tasked with producing a creative project, such as an art installation, musical score, poetry anthology, or any other form of artistic expression.

Finally, *the Community-Based Research (CBR) Track* brings together a team of students and tasks them with completing an applied research project on behalf of a community partner, such as a non-profit or governmental organization. A faculty advisor guides student teams. The CBR requires a separate application process for which you will be interviewed by the faculty leading the team.

Regardless of the track, students are expected to present their research at the Honors Research Conference, which is typically held during the end of the spring semester of their senior year.

**REQUIREMENTS BY TRACK:**

***The Scholarly and Creative Track***

- HNR 450 Honors Capstone: Project Proposal (H) Honors Capstone Proposal (1 Credit)<sup>2</sup> to be taken during your spring semester of your third year.<sup>3</sup>
- HNR 460 Honors Capstone Project (H) Honors Capstone Project (2 Credits) to be completed during your fall semester of your fourth year.

***The Community-Based Research Track***

- HNR 445 (H) Honors Capstone Course (3 credits).

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<sup>1</sup> Please note that if you plan to graduate early, your timeline will change. Therefore, we recommend you setting an appointment with the Director or the Associate Director of the program to discuss details.

<sup>2</sup> EXP201 is a pre-requisite for this course.

<sup>3</sup> If you plan to go abroad during your spring semester third year, you will be required to complete your proposal during your fall semester third year.



### Typical Capstone timeline for students who arrived before Fall 2022

	Spring 2 <sup>nd</sup> year	Fall 3 <sup>rd</sup> year	Spring 3 <sup>rd</sup> year	Fall 4 <sup>th</sup> year	Spring 4 <sup>th</sup> 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"> <li>• Submit proposal application form</li> <li>• Register for Capstone Proposal</li> </ul>	Complete capstone proposal (1 credit)	Complete capstone project (2 credits)	No Activity
Early Graduates one year	<ul style="list-style-type: none"> <li>• Submit proposal application form</li> <li>• Register for Capstone Proposal</li> </ul>	Complete capstone proposal (1 credits)	Complete capstone project (2 credits)		
Business Economic (BE) or Quantitative Economics (QE) Major			<ul style="list-style-type: none"> <li>• Submit proposal application form</li> <li>•</li> </ul>	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"> <li>• Submit proposal application form</li> <li>• Register for Capstone Proposal*</li> </ul>	Complete capstone project (2 credits)	No Activity
Advanced Standing in Finance (ASF)** and Advanced Standing in Business (ASB)	<ul style="list-style-type: none"> <li>• Submit proposal application form</li> <li>• Register for Capstone Proposal</li> </ul>		Complete capstone proposal (1 credits)	Complete capstone 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.

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## 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.

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## 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.

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## 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.

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## 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.