

HONORS COLLEGE CORE COURSE POLICY

A. Honors Core Courses—Their Distinctive Character

1. Honors Core courses are mandatory, three-credit hour courses, for Honors College freshmen, but may include upper-class Honors students.
2. Honors Core courses cover a wide range of topics centered in different academic disciplines. Some are a part of a two-semester, paired sequence taught by professors from varying disciplinary perspectives, and allow students to explore a theme of interest beyond a single semester. Some are free-standing (unpaired) one-semester courses on topics within various academic specialties.
3. Honors Core courses have low enrollment limits, are often taught in a seminar format, and are intended to provide a challenging and intimate learning experience for excellent undergraduates in the Honors College.
4. Honors Core courses count for general education credit (see <http://www.uic.edu/ucat/catalog/GE.shtml>), and must be approved by the Honors College Education Policy Committee (thereafter HC EPC) and the EPC of the College of Liberal Arts and Sciences (thereafter LAS EPC) before going to the Senate EPC (SCEP).
5. Honors Core courses are “topics” courses, and once approved generally for Gen Ed credit, if the topic changes, that topic is reviewed by the LAS EPC to ensure that it still meets the Gen Ed criteria approved for that course, and then verified by the Associate Dean in LAS who is charged with oversight of the EPC, who has been delegated full authority in this matter by the LAS EPC. This review does not involve the full LAS EPC nor continue to the level of SCEP.

B. Course Proposal Submission Procedure and Timeline

1. The Honors College welcomes proposals by faculty members from diverse disciplinary backgrounds.
2. The Honors College will plan its core courses on a yearly basis, in line with course scheduling of all units in the University:
 - a. Sept. 15: Call for submissions for courses to be taught in the following academic year.
 - b. Oct. 10: Deadline for submitting proposals
 - c. Oct. 24: Internal review and selection
 - d. Oct. 31: EPC forms ready for HC EPC review.
 - e. Nov. 15: HC EPC approval for selected courses
 - f. Nov. 15-Dec. 7: LAS EPC approval for new courses; LAS Associate Dean review for new topics.
 - g. Jan. 15: Signing of contract with faculty members.

***The above schedule will allow us to submit course schedules for the following academic year by the beginning of next spring semester.*
3. For the proposed course to be considered for the following academic year, the proposer should note the following:
 - a. Instructors must fill out the “Honors College Core Course Proposal” form completely and submit it before the Oct. 10 deadline.
 - b. Before submitting the form, the instructor must have signed permission from his/her Department Head.

- c. The course proposer will be notified by Oct. 24 about whether the course has been selected for the following academic year.
 - d. If the proposed course is accepted, the instructor should work with the Honors College Associate Dean for Academic Affairs to prepare the form for educational policy committee review as specified above.
4. The Honors College may accept additional proposals on an ongoing basis, in the event that additional instructors are needed or additional courses can be offered. However, there will be no guarantee for timely review as is the case with regular submissions.

C. Selection Criteria

1. Priority will generally be given to course proposals that:
 - a. Are of high quality and fulfill the needs of the Honors College and/or fit the current themes.
 - b. Are taught by regular, tenure-track faculty members.
 - c. Are taught by instructors with a Ph.D. or other highest terminal degree.
 - d. Are taught by instructors having established records of teaching excellence at UIC.
 - e. Are taught by instructors having established records of teaching excellence elsewhere.
2. Priority will also be given to courses that allow the Honors College to broaden the range of topics offered, thereby providing students with interdisciplinary learning opportunities.
3. The Honors College will try to provide the opportunity for an instructor to teach a successful course at least one more time in the future.

D. Contract Signing

1. After a selected proposal has been approved by the appropriate committee(s), upon mutual agreement, the instructor will sign a contract to teach the specified core course.
2. If, under unexpected circumstances or emergency situations, a contracted instructor is not able to teach the course, the instructor should immediately notify the Honors College and should make every attempt to help find a replacement to teach the course. Please note:
 - (a) University policy prohibits a faculty member from canceling a course once five or more students have registered for it.
 - (b) Students who have signed up for the course have the right to complete the required course as planned. Canceling a course will negatively impact students' education and development.
 - (c) Especially in the case of a theme-based, paired sequenced course, canceling a course will disrupt the continuity of the courses, and prevents students from exploring a theme of interest from diverse disciplinary perspectives.
 - (d) Finding a replacement course will take time and effort, especially if it is a new course that requires approval by relevant committees. Most importantly, the replaced course may not suit the students' original plans and/or interests, and may impact the Honors College's curriculum planning efforts.