**Student Records**

**Honors College or Program Students**

### Quick Steps

Honors College will have the Degree Check-out Status set to “in-review” on the same campus schedule as Recorders for the primary degree(s).

The Honors College is responsible for communicating to each academic unit and the Registrar which students have met the Honors College requirements and need the following updates to the Program Plan Stack (PPS).

- The Honors Plan needs to be added to the degree granting stack. Use PPS Action Code: PLNC and PPS Reason Code: HONR Honors Certified
- Go to the Plan tab. Add a row. Enter the plan code of HONORSCOLL and the sequence number of 40, 50 or 60 depending if the student already has one or more minors.
- COMP the degree as normal procedure.
- Go to the Student Degree page, verify the row for This degree (be careful, sometimes with AS degrees there may be two or more rows.)
- Go to tab 2, the Honors tab. Add the Honors notation: HCS
- Click Save.
- Next the Registrar’s Office on behalf of the Honors College will 1) DISC the HON1 program stack using the “Faculty Grade deadline date for the Term” as the effective date and 2) will verify there is no outstanding Term Activation row for the next term associated with HON1.

**NOTE:** Be sure that your User Defaults are set for the Institution field. Within the Program/Plan Stack pages, if Institution is not defaulted, the program action/reason codes may not be available and/or your updates may not save properly.

### Program Plan Stack Procedures

1. **Academic Structure Setup**

   Academic Program: HON1 IUPUI Honors College
   
   Academic Plan: HONORSCOLL IUPUI Honors College Scholar

**Key to Success:**

HONORSCOLL plan is like that of a minor. It is not “directly” associated with a single Program rather it is made available to the entire Undergraduate Career.

While the student is active in their degree program and the IUPUI Honors College the “Honors Plan” will be linked to the HON1 Program and have its own program/plan stack (PPS). **At the time of degree completion,** the Honors College still must confirm the Honors Degree Requirements are satisfied and the HONORSCOLL plan will “jump stacks” and will then be associated with the Primary PPS for which the degree will be awarded.

**Advantages:**

Full use of student tracking options and services including: Reporting, Academic Degree Requirements and student Exceptions, Academic Standing, Service Indicators, Enrollment tracking and Pre/Co Requisite Checking.
Student Records
Honors College or Program Students

2. Admissions Procedures

- Admissions Offices do not process student admissions to Honors College/Programs.
- The degree seeking Academic Program must be the lowest, active, student career number for that institution and career.
- The honors program (HON1) is generally added after the following:
  - Admission
  - Matriculation
  - Term Activation
- Students accepted to an Honors Program/College will have at least 2 active PPS. All stacks will have the “dual career” checkbox selected.

Program/Plan Stack View
Student Records
Honors College or Program Students

Self-Service View

<table>
<thead>
<tr>
<th>Institution / Career / Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>IUFWA - IPFW</td>
</tr>
<tr>
<td>IGRD - Undergraduate</td>
</tr>
<tr>
<td>UAP0 - Unit of Affiliated Prog Nondeg</td>
</tr>
<tr>
<td>IUNA - IUPUI</td>
</tr>
<tr>
<td>IGRD - Undergraduate</td>
</tr>
<tr>
<td>HERR1 - Honr Art Undergraduate</td>
</tr>
<tr>
<td>HON1 - IUPUI Honors College</td>
</tr>
</tbody>
</table>

3. Leaving the Honors College or Honors Program, or not completing the requirements: (complete by the Honors College Staff or Registrar’s office depending upon security and business process.)

For the HON1 program:
- PPS Action Code: DISC Discontinuation
- PPS Reason Code: ACUN Academic Unit

4. Reinstating Student to the Honors College or Honors Program
- PPS Action Code: RADM Readmit
- PPS Reason Code: REIN Reinstat

5. Honors Program/Honors College Tasks when a student has completed Honors Requirements
- Throughout the student’s educational cycle, the Honors College/Program staff must determine if the student is meeting or has completed the Honor’s Requirements for Degree Notation.
- In the term of degree completion, the Honors Program staff must communicate in writing (email) with the campus Registrar staff and the Recorder of the student’s Primary Degree Program (lowest, active career nbr) that the student has completed the Honors Requirements and thus the “Honors Plan” must be moved and directly associated with the student’s primary, degree seeking PPS.
- If the graduating student has not met the Honor Requirements then see prior steps for PPS action for “Leaving the Honors College…”
- In the term of degree completion, the Honors College staff or the Registrar’s Office must discontinue the HON1 program depending upon security.
- Effective Date: use the “Last day of the term by which Faculty must submit grades”
  - PPS Action Code: DISC Discontinuation
  - PPS Reason Code: HPC Honors Program Completed
NOTE: These processes could change as a campus becomes more comfortable. Eventually the Honors Program/College Staff could have security to directly add the Honors’ Plan to the degree PPS and directly Discontinue the HON1 Program.

6. Honor Student’s Primary Program Degree Conferral Tasks

1. Update the Student’s Primary Program:
   - PPS Action Code: **PLNC** Plan Change
   - PPS Reason Code: **HONR** Honors Certified

   Add the Honors Plan to the stack in which the degree will be conferred. Treat like a minor and use a sequence number of 40, 50 or 60.

2. Student Degree Notation

   The Recorder of the student’s primary program will add the Degree Honors notation to recognize the completion of the requirements for the Honors College. Example:
   - Honors Code: **HCS** IUPUI Honors College Scholar
7. Transcript Views

Transcript – View of Honors during student progression

<table>
<thead>
<tr>
<th>Spring 2017 Indianapolis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: Herron Art Undergraduate</td>
</tr>
<tr>
<td>Program: IUPUI Honors College</td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>HER-A 453</td>
</tr>
<tr>
<td>Semester: IU GPA Hours: 3.00 GPA Points: 12.000</td>
</tr>
<tr>
<td>Hours Earned: 3.00 GPA: 4.800</td>
</tr>
<tr>
<td>Cumulative: IU GPA Hours: 122.00 GPA Points: 439.700</td>
</tr>
<tr>
<td>Hours Earned: 125.00 GPA: 3.604</td>
</tr>
</tbody>
</table>

Student Undergraduate Program Summary

GPA Hours: 122.00 Transfer/Test Hours Passed: 3.00
Hours Earned: 125.00 Points: 439.700 GPA: 3.604

Transcript – View of Honors, degree conferred

Indiana University Purdue University Indianapolis

Name: Student, Ima D
Student ID: 0000001111
SSN: XXX-XX-7352
Birthdate: 08-06-XXXX
Address: 123 Figg St
Leo, IN 46765-9594
United States
Print Date: 11-14-2017
Request Nbr: 022541658

- - - - - Degrees Awarded - - - - -
Indiana University Degree
Indiana University Purdue University Indianapolis
Herron School of Art and Design
Bachelor of Fine Arts
IUPUI Honors College Scholar
Major: Visual Communication Design
05-14-2017

8. Honors College Student Reporting

By using the following, IUPUI academic units and administration can take full advantage of the reporting tools used for all degree seeking students.

- Academic Program: HON1 IUPUI Honors College
- Academic Plan: HONORS COLL IUPUI Honors College Scholar

CONTACT REFERENCES: IUPUI Office of the Registrar (317-274-1519) or email iupuireg@iupui.edu.