Honor Society Transcript Notation Committee

Charter

CHARGE

The University Committee on Honor Society Transcript Notation (“committee”) oversees the decision-making process for transcript notations of honor societies for Oregon State University. The committee is the university body that is delegated authority to approve transcript notations for honor societies on the academic transcript and make recommendation to the Provost regarding amendments to the charter for the Honor Society Transcript Notation Committee.

The HSTN Committee is responsible for:

- Recommending decisions regarding transcript notations for honor society requests
- Recommending charter amendments to the Provost and Executive Vice President
- Managing the request process with any honor society requesting a transcript notation

PROCESS

Requests to include a notation on a student’s transcripts signifying their involvement in an Honor Society are made to the committee. The committee manages the request process and will consider the requirements below when determining whether to grant a request to include an Honor Society notation on a transcript. The HSTN committee may recommend: approving charter amendments, approving amendments pending agreed-upon revisions or additional actions, modifying amendments, or rejecting amendments. The HSTN committee may request additional information, discussion, analysis, input from subject-matter experts, or any other actions prior to making a final recommendation on an amendment.

The HSTN committee makes recommendations by voting in person or using real-time meeting attendance methods. All members must be present for a vote. Recommendations to include a notation on a transcript are passed by HSTN committee when an action is favored by 3 of the 5 voting members. The HSTN committee’s recommendations are presented to the Provost, who determines whether a request for an Honor Society Transcript Notation is approved. There is no appeal process. The HSTN committee may determine how to operate and maintain the request process for honor societies and may modify the collection process mechanism as needed.

CRITERIA REQUIREMENTS

The committee considers the following criteria when recommending whether to grant requests to include an Honor Society notation on a student’s transcripts:

- Honor society must be available to all undergraduate majors and not discipline specific. Status/membership in the society must be open to all fields of study offered at OSU and open to any student in any discipline who achieves the necessary criteria.
The honor society membership must be bestowed by OSU or by an OSU chapter of a state or national academic organization. (Status/membership must be directly related to Oregon State University.)

- Status/membership must not include subsequent eligibility criteria or require fees to maintain an active membership in the organization (e.g., no post-induction eligibility requirements, no renewal fees, etc.)
- Status/membership is solely based on criteria data that is stored in OSU’s student information system (SIS) or can be objectively evaluated and recorded by OSU’s advisor/employee representative.
- Honor society membership is added to the student’s record at the time of degree award to ensure the student meets minimum criteria upon departure from the institution.

MEMBERSHIP

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<thead>
<tr>
<th>HSTN Chair and Voting Member</th>
<th>Non-voting Advisory Members</th>
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<tbody>
<tr>
<td>Senior Vice Provost, Faculty Affairs</td>
<td>N/A</td>
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<tr>
<td><strong>Voting Members</strong></td>
<td>Do we want to ask Honors College Dean to serve as ex-officio? Just an idea.</td>
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<tr>
<td>Vice Provost, Undergraduate Education</td>
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<td>Vice Provost and Dean, Graduate School</td>
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<td>Associate Provost and University Registrar</td>
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<td>Faculty Senate President</td>
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MEETING FREQUENCY

HSTN committee will meet in person as needed, within one month of request made. The HSTN committee may conduct business electronically, including voting on requests for transcript notation, but not on charter amendments.

OPERATIONS

The Associate Provost & University Registrar will manage the HSTN committee. REVIEW

The committee works with responsible executives to develop amendments to the charter, as needed. The charter is amendable by adoption, revision, or retirement of language currently in the charter and may include revisions to the criteria for including honor society notations in transcripts. The committee ensures these amendments are vetted as needed through appropriate stakeholders and executives prior to implementing a change. The HSTN committee’s recommendations are presented to the Provost, who must approve changes to the HSTN Committee Charter.