Honors Option Guidelines

Description:
Honors options allow faculty members to add requirements to non-Honors courses or sections. Honors options can be added to any 2000-, 3000-, or 4000-level course with the exception of courses that have designated Honors sections. While Honors options can be taken at the 2000-level, they are ideal for upper-level electives. The plan of study for Honors options must enrich the student’s academic experience and may include additional or substituted assignments and readings that replace the normal course requirements.

Following the National Collegiate Honors Council (NCHC) guidelines, Honors courses should emphasize research and creative scholarship (“learning in depth”), which involve “highly focused, often discipline-oriented learning experiences,” including but not limited to “an emphasis on research writing in the humanities and social sciences, including data analysis in the social sciences, and on experimentation, measurement, data analysis, and interpretation in the natural sciences.” The NCHC’s guidelines for Honors Course Design can be found at https://nchc.site-ym.com/page/coursedesign

Procedures:
The Honors College student seeking to add an Honors option to a non-Honors course must first consult the faculty member teaching the course. If the faculty member is willing and able to create an Honors option, he/she and the student must complete and sign an Honors Option Contract form provided by the Honors College. The contract must include the following information:

1. A description of the Honors course requirements that the student will complete
2. A statement of how these requirements are qualitatively beyond the normal course requirements
3. A statement of how the additional requirements will be factored into the final grade for the course
4. A course syllabus

The contract must be submitted to and approved by the Honors College before the semester begins. For Fall 2019, the deadline is August 19, 2019. The student will be notified of the approval or denial of the contract within two weeks of the submission of the contract. If a proposal is not approved, the student may revise the proposal addressing the issues identified in the “Reasons for denial” section of the notification form. Only one revision is allowed, and all revised proposals must be submitted and approved before the semester begins.

Faculty Member’s Responsibility:
1. The faculty member must approve an appropriate plan of Honors study with the student and meet with the student at least twice during the semester to discuss the student’s progress toward the requirements.
2. The faculty member must assign appropriate grades to the student’s work, consistent with both the general requirements for the course and the additional coursework.
3. At the end of the semester, the faculty member must complete the Honors Option Final Report form indicating whether or not the student completed the required work and submit it to the Honors College within one week of the deadline for final grades. The Honors College will then notify the Office of the Registrar of the completion of the Honors option and an “H” will be added to the section number on the student’s transcript.
HONORS OPTION CONTRACT FORM

Student Information:

Student’s Name: __________________________ ID Number: ________________

Local Address: __________________________________________________________

Email Address: __________________________________________________________

Advisor’s Name: ________________________________________________________

Enrolled in Honors College? ______ Yes ______ No

Course Information:

Semester: ________________ Year: ________________ College: ________________

Academic Unit (Department/Program): ______________________________________

Faculty Member’s Name: _________________________________________________

Faculty Member’s Email Address: __________________________________________

Course Title: ____________________________________________________________

Course Number (With Prefix): _____________________________________________

Section Number: ________________ Credit Hours: ________________

Description of the Plan of Study:

Attach a description of the plan of study identifying the additional work to be completed that will provide an in-depth examination of the topic and enrich the student’s academic experience. Include a statement of how the additional requirements will be factored into the final grade for the course. Attach a course syllabus.