



# Honors Program

## Course Conversion Guidelines for Students

Converting a regular course to an honors course depends on your initiative and the cooperation of the professor. Some courses might be better suited to conversion than others. You should discuss your interest with the professor as early as possible in order to avoid confusion.

Your responsibilities:

1. Initiate the discussion with the professor about portions of the course that interest you and would allow you to explore or extend a content area. Work with the professor to develop a written outline consistent with the professor's guidelines; inquire about grading procedures as well as course content and assignments.
2. Fill out the Honors Conversion form to convert the enrollment to Honors. The form must be signed by you, the professor, and the Honors Director.
3. Keep in contact with your professor as you work on your conversion project. It is your responsibility to complete it well and on time.

## Course Conversion Guidelines for Faculty

Conversion of a regular course to an honors credit results in work similar to that of any independent study arrangement. When students approach you about this option, be candid about what you are and are not willing to try. The best candidates for this type of work are those who are creative and take responsibility for their education. The conversion of a regular course into an honors course does not obligate you to omit essential information or skills from the course; it does necessitate you providing the student with a challenging or innovative way of accomplishing the goals of the course. The assignment can build upon a current assignment making it more rigorous or could add to the student's learning and discovery in the course.

Your responsibilities:

1. Work with the student to develop a written outline, this could be an altered syllabus. Be as specific as possible about your expectations, both for the content and activities of the altered course and for the way you will evaluate it. You and the student should both have written versions of these changes.
2. Sign the form which converts the course enrollment to an "H" designation.
3. Keep in contact with the student to ensure successful completion of the conversion and enhanced learning experience.

Grading:

1. The grade for the converted assignment should be **approximately 10%** of the grade for the course.

This form **must** be returned to the Office of the Registrar by noon (12:00pm) on the due date.  
Friday, September 25th, 2020 – Fall Honors Conversions Due  
Monday, January 8th, 2021 – January Honors Conversions Due  
Friday, February 26th, 2021 – Spring Honors Conversions Due  
Summer Courses can only be converted with the approval of the Honors Director.



# Honors Program

## Honors Conversion Form

2020-2021

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Term:            Fall            January            Spring

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Instructor Name \_\_\_\_\_ Date/Time of Course \_\_\_\_\_

Students approved for the Honors Program may, with the permission of the instructor, convert a regularly scheduled class to honors. The course will be identified as honors on the student's transcript with an HN following the course title. The process of converting a regularly scheduled course to an Honors Course is not complete until this form is signed and returned to the Office of the Registrar. **Failure to fulfill the honors conversion assignment will result in a (NR) grade. All work must be completed by the mid-semester date of the next regular semester, otherwise a failure is recorded for all the NR grades.**

### Honors Conversion Description:

[FACULTY] Describe the changes made to the course requirements for conversion to honors. Please explain **grading** procedures (approx.10% of course grade) and any **deadlines**.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[STUDENT] Describe how this assignment will challenge you by exploring complex *perspectives and* interdisciplinary ideas *through classroom opportunities*.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this form the student and professor confirm their agreement to change the course in ways which will not undermine its integrity and which will be mutually satisfying. This conversion does not exempt the student from any requirement of the course.

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Honors Director signature \_\_\_\_\_ Date \_\_\_\_\_

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