

## Request to Receive Honors Credit for a Non-Honors Course

**Honors College and Regents Scholars may take no more than one course as Honors by Contract, unless approved by the Dean of Honors.**

### Part I (To be completed by student and signed by Dean of Honors prior to instructor signature)

Student Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Program:    HC    HSP    RSP    Leo            Major: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Instructor: \_\_\_\_\_ Credits: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Reason for Request:  
\_\_\_\_\_  
\_\_\_\_\_

Have you already taken an Honors by Contract course?    Yes    No    If yes, how many? \_\_\_\_\_

Dean of Honors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part II (To be completed after receiving Dean approval)

I, \_\_\_\_\_ (student), am requesting to take the course above as an Honors credit. In addition to regular class assignments, I understand that I will:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I am familiar with the format that the instructor requires for such coursework. I am aware that I should turn in these assignments by the date of the final exam scheduled for class. I understand that if I do not complete this additional work in its entirety or to my instructor’s specifications, the instructor will determine my grade in the course according to the plan outline in the standard syllabus. I also understand that I am to complete all coursework with an average grade of “B” or better for me to receive Honors credit. This form must be submitted to the Honors Office within the first two weeks of the semester of the course with the course syllabus attached.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon successful completion of the course and the Honors work, the instructor will notify the Honors Academics Coordinator to that effect so Honors credit may be awarded for the course. A copy of the agreement will be retained by the instructor, the student, and the Honors Office.

**Office Use Only:**                      **Date Submitted to Honors Office:** \_\_\_\_\_    **Staff Initials:** \_\_\_\_\_

**Instructor Confirmation of Completed Requirements:** \_\_\_\_\_    **Registrar’s Office Notified:** \_\_\_\_\_