

TAKING REGULAR COURSES FOR “Honors Credit by Contract”

First, read the Guidelines (memo titled “H’ Designation,” which are the criteria for taking regular courses for ‘H’ designation or “Honors Credit by Contract.”) Present a copy of this document to your professor teaching the course that you intend for Honors credit. Remember that this is totally voluntary on the part of the professors, so approach them with courtesy as a request rather than a right. The suggestions included in the document are purposely general so as to invite creativity and flexibility. Remember that it is not necessarily more work, although it may be, but the work should be of higher *quality*, doing assignments to a greater level of depth and sophistication, which often means greater length. Feel free to share this with your professor.

Second, get a copy of “Honors Credit by Contract” from the Honors School, the Registrar, or our Website. You and the professor will design the criteria at the beginning of the semester and deliver the signed form to The Honors School. At the end of the semester, we will return the form to your professor for verification in order to have your transcript designated “Honors” for that course.

[Note that your unofficial transcript may not show the Honors designation, but the official Registrar transcript will and so will my computer records and hard copy in your file. Just check with me a couple of weeks after the professor’s notification to me so that I can confirm for you that it has been done.]