

MONMOUTH UNIVERSITY

HONORS SCHOOL

Waiver of Honors Requirement

***Student Initiated**

PLEASE USE BLACK INK	ID No.:
	Student Name: (print last, first)
	Date:

Should this waiver be approved, it will have no effect on the number of credit hours required to complete for graduation. Prerequisites for courses must still be met regardless of the outcome of this request. This **waiver** request is that a non-course academic experience be considered to reduce the number of required Honors credits.

*Conferences and journals must be peer-reviewed; study abroad must be in a program administered through Monmouth University. The learning experience must be documented. **A portfolio must be attached/accompanying; see portfolio description on other side/next page.***

Honors requirement to be waived (select/circle one)	Reason for waiver (select/circle one)	Number of Honors credits to be waived (select/circle one)
<p>Lower-level HO elective (100-200-level)</p> <p>Upper-level HO elective (300-400-level)</p> <p>Other (specify):</p>	<p>Conference presentation</p> <p>Journal article acceptance</p> <p>Study abroad experience</p> <p>Other (specify):</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>Other (specify):</p>

STUDENT AUTHORIZATION:

I hereby authorize Monmouth University to process the above information and also authorize the use of my portfolio for the purpose of review by other portfolio submission candidates or in a professional workshop, or for promotional use by the Honors School.

Student signature: _____

HONORS SCHOOL AUTHORIZATION:

Approved:	Denied:	Processed:	Archived:
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Portfolio Description

The portfolio should be compiled or developed *during* the non-course academic experience. It may be submitted electronically or in hardcopy.

The portfolio should consist of at least the following elements:

- **Log:** a list of days and times during which the experience occurred, including a total number of hours.
- **Journal:** description of what occurred during the days and times during which the experience occurred. For convenience's sake, the log and journal may be combined.
- **Supporting materials:** paper documents or digital files that show that a learning experience occurred (for example, travel receipts/itineraries, evidence of conference registration, correspondence/e-mails, photos, videos).
- **Summary reflective essay:** a personal essay with an introduction, body, and conclusion. Each body paragraph **specifies** a new/additional piece of knowledge or new/additional skill that the experience enabled and **refers** to relevant moments in the log, journal, and supporting materials. (Think of the log, journal, and supporting materials as sources that support the body paragraphs' claims). *Minimum* essay length/development is six paragraphs but may be longer depending on the number of credits requested to be waived and the amount of learning that occurred during the experience.
 - *Conference presentation and journal-article acceptance* students should consider
 - things you learned about yourself as a person and a professional from developing and publicly presenting your work
 - things you learned about scholarship in your field from developing and publicly presenting your work
 - ways you might use or build on this experience in the future
 - *Study Abroad* students should consider revising and expanding their Study Abroad statements to include reflection on learning that occurred during the Study Abroad but *outside of classroom settings*. Consider
 - things you learned about yourself from the experience
 - things you learned about the society and culture in which you lived
 - ways you might use or build on this experience in the future

A student proposing some other reason for a waiver should present a portfolio comparable to those described above. The Honors School office is available to assist students with questions about developing or submitting portfolios.