

Honors Course Upgrade Application

Since it is impossible to offer Honors sections for every course at the College, all students are encouraged to consider the option of **upgrading to the Honors level their individual participation in an existing course in their major**. Students who plan to upgrade a course should be enrolled as regularly graded students, not as Credit/No Credit students.

Honors courses in College Studies are offered on a regular basis. In order to maintain a sufficient number of students in College Studies Honors sections upgrades in the College Studies program will only be allowed if the student is unable to schedule the regular "HNR" Honors section.

An Honors section of Contemporary Perspectives (COLLST 499) is offered once every year. Because all Honors students must take COLLST 499 at the Honors level, all Honors students should accommodate the once-per-year offered Honors section into their senior year schedules. Permission for an upgrade will only be given if there are substantial schedule conflicts, if your major requires COLLST 499 to be taken in the summer, or other hardships. Honors students who wish to upgrade COLLST 499 must receive permission from the Dean of the School of Liberal Arts.

The upgrade can be initiated at any time during the first two weeks of the term by submitting to the Director of the Honors Program the *Course Upgrade Intent* form. (Upgrade Intent forms for six-week summer sessions must be signed and submitted *prior* to the start of the session.) Details of the proposal must be completed and submitted to the Director of the Honors Program by the end of the fourth week of classes. (First week for six week summer sessions.) Both of these forms require the signature of the teacher of the course involved.

It is the responsibility of the *student* to secure the signature(s) needed and to return the form(s) to the office of the Director of Honors.

What Makes It Honors?

Since every upgrade is tailored to every student's individual interest, it is difficult to define what activities/studies might be approved for Honors credit. It is, perhaps, easier to give some examples. A set of brief descriptions of Upgrade projects is available from the Director of Honors.

It should be kept in mind that this work is done within the context of the course in which the student is enrolled. If the scope of the intended work does **not** fall within the context of any existing course, the student should consider enrolling in an Honors Independent Study (HONOR 381/HONOR 382).

Ideal Honors upgrade projects will take something the regular students are already doing and extend it in depth, breath, or complexity to suit Honors work. If more quantity of work is done such as an extra paper it should not exceed one to two hours per week total. (i.e., 15-30 hours total.)

No special grading options are available for students undertaking Honors work, and no special compensation is available for faculty supervising such work. Upon its successful completion, and **receipt of the Completion Form**, Honors work will be noted on a student's transcript. Further questions concerning this option should be addressed to the Director of the Honors Program, the student's academic advisor, or the instructor of the course.

Preparing a Proposal

After obtaining the consent of the faculty member teaching the course who has agreed to supervise the intended study / project, the student should prepare a proposal using the format described below. Forms are available on the Honors Program website under "Downloadable Forms": www.PhilaU.edu/honors.

The INTENT FORM signifies that the student and teacher have agreed that an upgrade will be done. The details are not needed on this form. This form should be signed and returned to the Honors Director by the **end of the second week of classes**. (Prior to the start of a six-week summer session.)

The PROPOSAL PAGE should be signed and turned in within **the first three weeks of the term** in which the student is enrolled in the course. (During first week for six week summer session.) No retroactive upgrades will be allowed.

Signatures:

- (1) The student submitting the proposal; signifying agreement to meet all proposed work.
- (2) The supervising faculty member; signifying agreement to supervise the proposed work and to assess this work in the manner stated in the proposal.
Dean of School of Liberal Arts if upgrading COLLST499 or any other Liberal Arts course when a regular HNR section is available.
- (3) The Honors Director; representing the Honors Program's approval that the proposal is complete and the intended work meets "Honors" expectations.

A copy of the PROPOSAL PAGE will be returned to the student and the supervising faculty member. The original will be kept by the Honors Director.

SUMMARY OF FORMS/DEADLINES

1. **Honors Intent Form: DUE at the end of the second week of classes.** This form should be signed by the student and the instructor and returned to the Honors Director. (For the six week summer sessions, the Intent Form is due prior to the start of the summer session.)
2. **Upgrade PROPOSAL PAGE with full proposal DUE at the end of the 4th week of classes.** (End of first week for six week summer sessions) The form must be signed by the student and the instructor and returned to the Honors Director.
3. **Upgrade Completion Form DUE when the work is completed.** This form should be signed by the student and the instructor and returned to the Honors Director.

Copies of these forms are available from the Director of Honors or on the Honors Program website under Downloadable Forms.

HONORS UPGRADE INTENT FORM

Student Name _____

Student ID# _____

Course Title _____

Course Number _____

Semester _____

Student Box Number _____

Instructor's Name _____ (Please Print or type)

This form should be used to confirm that the student named above has met with the instructor of the course to be upgraded to Honors status. Both student and instructor have agreed on the general outline of the upgrade work.

Note: A full description of the upgrade activities, with the appropriate Upgrade PROPOSAL PAGE, must be returned to the Director of Honors by the **end of the fourth week of the semester. (By the end of the first week for a six week summer session.)**

Note: An Upgrade Completion form must be signed and returned to the Director of Honors after the completion of all upgrade activities. (The course will be upgraded to Honors status by the registrar's office after the receipt of this completion form.)

Brief description of upgrade activities: Please PRINT

Signatures (to be collected by student involved):

Student: _____ Date: _____

(The student is enrolled as a regular graded student, not CR/NC)

Instructor: _____ Date: _____

[Dean of School of Liberal Arts if upgrading COLLST 499 or other SLA course when an HRN section is available.]

_____ Date: _____

Return this signed form to the Director of Honors **by the end of the second week of classes. (For the six week summer sessions please submit this form prior to the start of your summer session.)**

Honors Credit in an Existing Course

Upgrade Proposal Page

Name _____ Student ID # _____ Major _____

College Box # _____ Semester _____ Phone _____

Upgraded Course Title _____ Course # _____

Instructor _____

Abstract of intended "Honors" work (full proposal attached if more space is needed)

Be sure to include any deadlines (when a paper or presentation is due) and the length of any paper or presentation.

This form is due by the end of the fourth week of the semester.

Signatures (to be collected by student):

Student: _____ Date _____

Instructor: _____ Date _____

Honors Director: _____ Date _____

Return the signed form to the Director of Honors.

If approved, a copy of this form will be supplied to the student and the supervising faculty member. The original will be retained by the Director of the Honors Program.

Course Upgrade Completion Form

Student Name _____ Student ID # _____

Course Title _____ Course Number _____ Semester _____

Instructor's Name _____

The student named above **has** completed the contracted Honors Upgrade work in this course. The course should be upgraded to Honors status.

Signatures (to be collected by student involved):

Return the signed form to the Director of Honors.

Student Section:

Student: _____ Date _____

Circle the appropriate choice:

The upgrade activities completed *were / were not* pertinent to the course.

Faculty Section:

Instructor: _____ Date _____

Circle the appropriate choice:

The upgrade activities completed *were / were not* suitable for Honors credit.

Additional comments (student or faculty):

