

Honors Upgrade Procedure

The Honors Program at Philadelphia University requires students to complete seven (7) courses at the honors level. The courses offered for Honors credit are offered through the College Studies curriculum. Students can also earn honors credit for completing a project or honors course during a semester abroad, co-op, community service, independent study or research. With all of these options, there are still semesters when students find it difficult to work an honors offering into their demanding course schedules. Here is where the Upgrade is introduced.

The Honors Upgrade allows a student to upgrade to the honors level, their individual participation in an existing course in their major, with the permission and cooperation of the faculty member teaching the course.

What is the process?

1. The student obtains the Upgrade application from the Honors Program office or website: www.philau.edu/honors.
2. The student meets with the faculty member whose course he/she intends to pursue upgraded participation. The student must be enrolled for a **grade!**
3. The faculty member and student agree upon what the Honors participation will entail.
4. The student returns, by the deadline, the signed, completed *Upgrade Intent* form to the Honors program office.
5. The student returns, by the deadline, the completed and signed *Upgrade Proposal* form detailing the honors participation agreement.
6. The student completes the honors work as agreed with professor.
7. The faculty member returns the signed *Upgrade Completion* form to the Honors Program office by the close of the semester.

Ideas for upgrades....

.... Something you really would like to examine related to the course topic

.... Extend in depth, breadth, or complexity, something the remaining class members are already required to do in the course

.... Review the course syllabus and come up with something related that does not appear to be addressed in the content of the syllabus

.... Observation or application of ideas, concepts taught in the course

Academic Quality

Students who earn a grade less than C+ in the course will not receive honors credit. This is the responsibility of the student.

Please feel free to contact me at any time: Marcella McCoy, McCoyM@PhilaU.edu; x 5367; Kanbar Campus Center, 102c.

Where Can I Find an Upgrade Form?

In case you missed it, Course Upgrade Forms can be downloaded from the Honors Program website: www.PhilaU.edu/Honors under “Downloadable Forms.”