HONORS OPTION GUIDELINES

Revised January 2011

Students register for a non-Honors course at Drexel can enrich the class by doing additional research, writing, or special projects in the course. In recognition of this work, the student is issued Honors credit for the course in addition to course credit. To pursue this option, the student and the Instructor must develop a course of study worthy of Honors distinction. (Enrichment and Audited courses are not available for Honors Option study.)

PROCEDURE

♦ During the first week of the term, the **student** should develop a plan as to how to enrich the course and consult with the Course Instructor for suggestions/enhancements/changes. We strongly encourage students to consult with their Course Instructor during the first few days of the term to discuss the possibility of an Honors Option in the course. The decision to grant or deny the student's request to pursue an Honors Option for a particular course is within the discretion of the Instructor and is subject to approval by the Honors College.

♦ Once the Instructor approves the plan of study, the **student** should complete the Honors Options Request Form in full detail (typed or written in ink) - Incomplete forms will not be accepted. After the student completes the form, the Instructor should review and sign it.

♦ By allowing three weeks for students to discuss the Honors Option with their Instructor and obtain approval from both their Instructor and the Honors College, students are expected to describe their course enrichment plan in full detail.

♦ The student is responsible for submitting the Request form to the Honors Office prior to the deadline and obtaining approval from the Honors College.

♦ **NEW PROCESS -** At the end of the term, the **student** needs to obtain a signed Honors Option Completion Form from his/her professor and submit it to the Honors Office by the stated deadline. The student is responsible for retrieving the Instructor's signature in order to earn the Honors Option credit.

♦ Students may register for no more than two (2) Honors Options per term. Students who wish to pursue more than two Honors Options in a single term are required to meet with an Honors Program staff member for special approval.

DEADLINES:

♦ Honors Option **Request** Forms MUST be completed in full detail (with the required Instructor's signature), delivered to the Honors College AND approved by the Honors College no later than the third (3rd) Friday of the Term – 5:00pm.

♦ **NEW PROCESS -** Honors Option **Completion** Forms MUST be completed in full and with the required Instructor's signature AND submitted to the Honors Office no later than the final business day of the term in which it was requested – 5:00pm.

GRADES

♦ In order to receive Honors credit for the course the student must earn a grade of "B-" or better in the course in addition to completing the enrichment work detailed in the Honors Option Form to the Instructor's satisfaction. The student's grade should *not* be dependent on the work completed for the Honors Option credit.

CREDIT

♦ At the end of the Term, the **student** will submit the Honors Option **Completion** Form to the Honors Office. The Honors College will review the forms and confirm that the student has earned a grade of 'B-'or higher. After these conditions have been met, an "H" (indicating Honors credit) will be issued for the course on the student's permanent transcript. Once issued, the student may view their Honors credit through DrexelOne, viewing their academic transcript, and seeing the words "Course taken for Honors Credit" underneath the name of the course.

HONORS OPTION

REQUEST FORM

Revised January 2011

Completed forms must be submitted to the Pennoni Honors College Office (5016 MacAlister Hall) no later than the third (3rd) Friday of the Term. Please see "Honors Options Guidelines" for additional information and instructions. The Guidelines, Request Form, and Completion Form are available on the Honors College website at www.drexel.edu/honors. PHC requires that the Honors Option work must be completed within the term that the course is taken. (See your Instructor for an exact deadline). **Please note: There is a new process to obtain Honors Credit through this Honors Option – Please see COMPLETION Form for details.**

Please direct any questions concerning Honors Options to Elaine O'Loughlin, Assistant Dean, in the Pennoni Honors College at 215.895.6283 or epo23@drexel.edu .

PLEASE TYPE OR PRINT IN INK

STUDENT'S NAME _____   STUDENT'S ID # _____

STUDENT'S E-MAIL _____@drexel.edu_ STUDENT'S PHONE #_____

FULL COURSE NAME & NUMBER_____
(example: ENGL 102 - Persuasive Writing and Reading)

CRN _____ COURSE SECTION _____ TERM _____   YEAR _____
(5 digit number)   (3 digit number)

INSTRUCTOR'S FULL NAME _____

INSTRUCTOR'S DREXEL E-MAIL_____

Please write in full sentences.

1.) **DESCRIPTION OF PROJECT**: Describe, in full detail, what you will do to make your work in the course "Honors worthy." Be sure to explain how your work will exceed the conventional expectations of other students in the course. Be specific.

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2.) **LEARNING OBJECTIVES**: What skills or knowledge will you gain as a result of completing this course enrichment? How will your learning be enhanced beyond the regular requirements of the class?

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3.) **PRODUCT & EVALUATION**: What will you produce as evidence of your Honors Option work? (e.g. a 10-page analytical essay, a 5-page research or policy paper, a creative project, an oral presentation, a design project, etc.) Additionally, you need to explain how this work will be evaluated by your professor – what evaluation methods/scales will be used to grade this product?

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I have read and understand the Honors Options Guidelines and Honors Options Request Form.
I am prepared to fulfill the requirements and meet all deadlines as set forth on this form.

STUDENT'S SIGNATURE: _____ DATE: _____

I understand that I have the authority to decline this student's request to attempt an Honors Option project. I have reviewed this form and approve of the student's description of his/her enrichment work in my course and believe it is worthy of Honors credit. I am prepared to supervise this student in pursuing this Honors Option.

INSTRUCTOR'S SIGNATURE _____ DATE: _____

HONORS OFFICE USE ONLY

Reviewed for Approval by: _____   *Date:* _____

Honors Option Approved: YES   NO

HONORS OPTION
COMPLETION
FORM
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Completed forms must be submitted to the Pennoni Honors College Office (5016 MacAlister Hall) no later than 5:00pm on the final business day of the Term. Please see "Honors Options Guidelines" for additional information and instructions. <u>PHC requires that the Honors Option work must be completed within the term that the course is taken. (See your Instructor for an exact deadline).</u>

Please direct any questions concerning Honors Options to Elaine O'Loughlin, Assistant Dean, in the Pennoni Honors College at 215.895.6283 or epo23@drexel.edu .

PLEASE TYPE OR PRINT IN INK

STUDENT'S NAME _____ STUDENT'S ID # _____

FULL COURSE NAME & NUMBER_____
(example: ENGL 102 – Persuasive Writing and Reading)

CRN _____ COURSE SECTION _____ TERM _____ YEAR _____
(5 digit number)   (3 digit number)

INSTRUCTOR'S FULL NAME _____

INSTRUCTOR'S DREXEL E-MAIL_____

I have completed my Honors Option Project as described on the Honors Option Request Form submitted at the beginning of this term. I understand that my Instructor has the right to decline signing this form if he/she feels that my work is not worthy of Honors credit. I understand that if I earn a grade of C+ or lower for this course, I will not be granted the Honors Option credit regardless of completion of this form.

STUDENT'S SIGNATURE: _____ DATE: _____

I agree that the student listed above has completed his/her Honors Option work within the term limits and it is worthy of Honors credit. I hereby authorize the Honors College to award Honors credit to this student, assuming he/she has met all other requirements and deadlines, and is approved by the Honors College.

INSTRUCTOR'S SIGNATURE _____ DATE: _____

HONORS OFFICE USE ONLY

Dean's Approval: _____   *Date:* _____

Completed Honors Option: YES   NO