

# Steps for Performing an Honors Option

I'd sure like to know how to do an Honors Option



**What is an Honors Option?**  
 An Honors Option allows program members to gain Honors credit in an otherwise "non-Honors" course.

I have yet to be accepted into the Program

Fill out a program application and write a personal statement. \*(Please see application for statement guidelines)

I've been accepted...Now what?

Submit completed application to Honors Office and await communication from the Honors Program. \*(You **MUST** be a member of the program to perform an Honors Option.)

I AM a member of the Honors Program

Pick up or print out Honors Option Contract (A008 or Website)

Present your contract and get permission from your instructor to proceed \*(Some instructors do not participate in Honors Options.)

Director reviews proposals and will communicate any questions, concerns or ideas she may have.

Turn in signed contract and both proposals to A008 **NO LATER** than the **8<sup>th</sup> week** of class.

**Student:** Be sure to review the guidelines located on the back of the contract **before** writing your proposal. Then write up your proposal and sign contract.  
**Instructor:** Also review the guidelines, write up proposal and sign contract.

Student then works on option throughout the semester. If you find that you do not have the time to complete your option **DO NOT** let your course grade suffer. Please inform your instructor as well as the Honors Office.  
 There will **NOT** be a penalty for incomplete options.

Instructors will receive and fill out verification forms and submit a copy of the student's completed work and final course letter grade. \*( You **MUST** receive a passing grade in the course in order to receive credit on your official transcript.)

**Note:** After all information has been verified and final projects reviewed, Honors credit will be applied to your official transcript.