

## University of West Georgia Honors College Contract Policies

- Honors College students can convert most regular course sections into Honors credit by completing a contract with the supervising instructor.

The following classes can **NOT** be converted: ENGL 1101 & 1102, any elementary level Foreign Language (1001 and 1002), HIST 1111, 1112, 2111, and 2112, any MATH below 1113, and PSYC 1030.

- Some departments have additional policies regarding honors contracts, and professors have the right to refuse to allow Honors students to convert their courses.
- The extra/ different work that will be required to receive Honors credit will be determined by the professor. Options include but are not limited to:
  - Additional paper or report (minimum 5 pages)
  - Independent laboratory experimentation
  - Additional creative projects
  - Multiple additional shorter papers or reports (totaling at least 5 pages)
  - Additional class presentation(s)
  - Doing graduate level work in a jointly listed 4000/5000 course research project
- Because the contract is an alteration to the syllabus for the course, failure to complete the terms of the contract will be treated as failure to fulfill some portion of the overall grade for the course as designated by the faculty member.
- Honors students can convert as many courses as needed in order to meet the Honors College graduation requirements.
- **The Honors Contract Form MUST be received by the Honors College Office by the end of the 2<sup>nd</sup> week of the term.**
- **Honors Conversions are processed at the end of the term after grades have been submitted. The Registrar will update the course title on the student's record to reflect Honors credit.**
- Students **CANNOT UN-CONVERT** courses if the contract has been submitted to the Honors College and processed by the Registrar's Office.

I have read and understand the policies for Honors Conversions at UWG, and I agree to abide by them to the best of my ability. I understand that once I have submitted these forms, I will **NOT** be able to **UN-CONVERT** that Honors course back to a regular credit.

\_\_\_\_\_  
*Print Name Here*

\_\_\_\_\_  
*Honors Course*

\_\_\_\_\_  
*Honors Student Signature*

\_\_\_\_\_  
*Date*

## Honors Contract Approval Form

Students must print a copy of this form and submit to the supervising instructor and to the Honors College for approval. The forms with all signatures are maintained at the Honors College.

Failure to adequately differentiate the honors-worthy work for the course in accordance with the Honors College learning objectives may result in denial of Honors credit for the student (see [https://www.westga.edu/assests-opentext/assestsHonors/Documents/Honors\\_Course\\_Learning\\_Outcomes.pdf](https://www.westga.edu/assests-opentext/assestsHonors/Documents/Honors_Course_Learning_Outcomes.pdf)).

**\*\*Honors Contracts that are submitted & processed by the Registrar's Office cannot be converted back to non-honors credit. It is the student's responsibility to complete all assignments as arranged by the Honors Contract\*\***

Student Name (*legibly printed*): \_\_\_\_\_

Student ID Number: 917-\_\_\_\_\_-\_\_\_\_\_ Are you a graduating senior? Y/N

Phone Number (*where you can be reached*): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Course Information

Semester/Year of the Course: **Fall/**\_\_\_\_\_ **Spring/**\_\_\_\_\_ **Summer/**\_\_\_\_\_  
(Please write the year after the term on the line provided)

Department Abbreviation: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ CRN #: \_\_\_\_\_

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**Print course title, as it will appear on your transcript.**

**You must provide a description of the additional/ different work required to make this an Honors Course.**

What percent of the overall grade does this work represent? \_\_\_\_\_

Name of Supervising Instructor (*Please print*): \_\_\_\_\_

Signature of Supervising Instructor: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of Department Chair: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of Honors College Dean: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Please return this form, along with the signed Honors College Contract Policies form and a copy of the regular course syllabus to the Honors College Office. Please be sure to have all required signatures, other than the Honors College Dean's, before submitting the forms to the Honors College. If you have any questions about this process, please contact the Honors House at (678-839-6636).**

*For office use only:*

Overall GPA: \_\_\_\_\_ HONE: \_\_\_\_\_