

## 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), and any MATH below 1113.
- ❖ 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 assignment that will be required in order to receive Honors credit will be determined by the professor. It is the **student’s responsibility to complete any additional assignments under the new contract** for that course. If the professor determines that the student has not successfully completed the honors work, he/she has the discretion to alter the student’s grade accordingly.
- ❖ Honors students can convert as many courses as needed in order to meet the Honors College graduation requirements (students need at least 10 honors courses, & 2 need to be upper-level).
- ❖ **ALL THREE** Honors Contract Forms **MUST** be received by the Honors College Office by the **Withdrawal date** for that semester (March 3, 2008 for Spring Semester).
- ❖ Students can **NOT UN-CONVERT** courses if the contract has already been submitted to 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 the Registrar’s Office processes my Honors Contract, 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*

Please return this form, along with the **Honors Credit Approval Form** and the **Departmental Honors Credit Form** to the Honors College Office.

Please be sure to have all required signatures, other than the Honors College Dean’s, before returning these. If you have any questions about this process, please contact Melanie Hildebrandt or Patty Jiles (678-839-6636)