

University of West Georgia Honors College Conversion 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.
- ❖ Professors have the right to refuse to allow Honors students to convert their courses. Also, the extra assignment that will be required in order to receive Honors credit will be determined by the professor.
- ❖ 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** Honors Contract Forms **MUST** be received by the Honors College Office by the **Withdrawal date** for that semester (March 3, 2008 for Spring Semester).
- ❖ After the Withdrawal date for that semester, students can **NOT UN-CONVERT** courses if the forms have already been submitted to the Registrar’s Office without special permission from the Honors College Dean. (This permission will only be allowed in VERY EXTREME CIRCUMSTANCES).

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 Conversion Forms, I will **NOT** be able to **UN-CONVERT** that Honors course without special approval from the Honors College Dean, and that permission for that will only be granted in **EXTREME** Circumstances.

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)