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 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, and 2 need to be upper-level).

- **ALL THREE** Honors Contract Forms **MUST** be received by the Honors College Office by the end of the 2nd week of the term.

- Please note the change in procedures as of Fall 2013: **Honors Conversions are processed at the end of the term after grades have been submitted. At the end of term, the Registrar will update the course title on the student’s record to reflect an “Honors” course.**

- 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 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 submitting the forms to the Honors College. If you have any questions about this process, please contact Stacey Rowland at (678-839-6636).