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 professor who must be a member of the honors faculty. The following classes can NOT be converted: ENGL 1101 and 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 required to receive Honors credit will be determined by the professor. Options include:
  - Additional paper or report (minimum 5 pages)
  - Independent laboratory experimentation
  - Additional creative project(s)
  - Multiple additional shorter papers or reports (totaling at least 5 pages)
  - Additional class presentation(s)
  - Doing graduate level work in a jointly listed 4000/6000 course
  - Taking a graduate only course (8000-level)
  - Research project

- 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).

- Student must receive a letter grade A-F.

- The Honors Contract Form MUST be received by the Honors College Office by the end of the 2nd 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 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
Honors Contract Approval Form

Students must print a copy of this form and submit 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/assets-opentext/assetsHonors/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 #: ______ Office Use Only: ______

______________________________________________________________

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

You must provide below a description of the additional/different work required to make this an Honors Course. (See previous page for suggestions)

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 Stacey Rowland at (678-839-6636).