

## Procedures and Requirements of the Honors Program

Honors Faculty Advisers and Candidates are responsible for completing all forms and work by the dates assigned.

### REGISTERING FOR INDEPENDENT STUDY (450) AND HONORS (495/496) COURSES

Different procedures must be followed to convert course credit for Independent Study (450) to Honors (495) credit and to convert course credit for Honors work to Independent Study and to register for the 2<sup>nd</sup> semester (496).

- Convert 450 to 495  
The Honors Candidate must make this change in the Registrar's Office with the approval of the Faculty Adviser. This conversion must be done by the end of week 10 of the 1<sup>st</sup> semester of Honors coursework.
- Convert 495 to 450  
The Honors Faculty Adviser reports this change to the Registrar on the Grade Report for the semester in which the change was made and authorizes a grade and course title for each 450 course that is being substituted for 495 work. The Adviser should immediately inform the Honors Program Committee Program when such a change is made.
- Register for 496 (2<sup>nd</sup> semester of Honors)  
After the Written Honors Exam is submitted and passed with at least provisional approval by both the Honors Faculty Adviser and the Field Examiner, the Honors Candidate will be eligible for 496. The Honors Secretary will notify the Registrar's office when the Candidate is eligible.

### IMPORTANT DATES

A schedule of crucial due dates for Honors Projects is published on the Honors Program web page early in September. The schedule includes separate sets of due dates for Honors Candidates who will finish in the Fall and Spring semesters, respectively.

[https://www.hws.edu/academics/pdf/honors\\_deadlines.pdf](https://www.hws.edu/academics/pdf/honors_deadlines.pdf)

The date that the completed Honors Project is submitted to the Honor Faculty Adviser is negotiated between the Candidate and the Honors Faculty Adviser. This final draft should contain a table of contents, appropriate headings, notes and bibliography. The Candidate should keep duplicate copies of the final paper.

The following due dates are published each academic year:

- SCHEDULING OF THE WRITTEN HONORS EXAMINATION. This examination must be completed by the end of the of the first Honors semester. Honors Faculty Advisers, in consultation with the Field Examiner, are free to determine when the Written Honors Examination should be given. There are no restrictions in terms of timing, only that it must

be completed by the last day of the semester's final exams.

- SUBMITTING THE COMPLETED HONORS PROJECT TO THE HONORS SECRETARY. This date is a well-established DEADLINE. It is so strictly adhered to that work which fails to comply is not accepted. No extensions are given. The ABSOLUTE DEADLINES are Tuesday of week 11 for Fall completion and Tuesday of week 12 for Spring completion.
- SCHEDULING THE ORAL HONORS EXAMINATION. This occurs 1-2 weeks after the completion of the Honors Project and before the beginning of final examinations at the end of a semester.

## FORMS

A number of forms must be completed, submitted, and distributed during the course of the Honors Project. Smooth operation of the Honors Program depends on close attention to the forms and directives that accompany them.

- HONORS PROJECT PROPOSAL (<https://campus.hws.edu/HonorsProgram>) This is the means by which Honors Candidate registers with the Honors Program Committee. A student who has not submitted this form is not a bona fide Honors Candidate even though enrolled in a 495 course. Ideally, this form should be completed by the end of the drop/add period but absolute deadline is by the 10<sup>th</sup> week of the 1<sup>st</sup> semester of Honors.

This form identifies the Candidate's major field and Honors Faculty Adviser, indicates the semesters of Honors planned, and calls for a brief description of the Honors Project. Submitting this form constitutes that Candidate and Faculty Adviser have read and will abide by the regulations of the Honors Program.

The Candidate must identify a faculty member who is willing to serve as a faculty reference and is able to speak about the Candidate's potential for advanced coursework. This person should not be directly involved with the Honors Project (e.g. major adviser) but may ultimately be a Field Examiner. A request will be sent to this individual for verification.

Instructions can be found here:

[https://www.hws.edu/academics/pdf/instructions\\_honors\\_forms.pdf](https://www.hws.edu/academics/pdf/instructions_honors_forms.pdf)

- RECORD OF HONORS FIELD (<https://campus.hws.edu/HonorsProgram>) The Honors Field is the configuration of courses that you have taken or will take, within or outside the major, which substantively or methodologically support the Honors Project to some degree. Honors work cannot ordinarily be done outside your major. These courses are used as the basis for the formulation of the Written Honors Examination. This form must be completed by the 10<sup>th</sup> week of the 1<sup>st</sup> semester of Honors.

Instructions can be found here:

[https://www.hws.edu/academics/pdf/instructions\\_honors\\_forms.pdf](https://www.hws.edu/academics/pdf/instructions_honors_forms.pdf)

- HONORS INFORMATION FORM

This form, with accompanying directives, is sent to the Honors Faculty Adviser, who must return it to the Honors Secretary by the established due date for approval. It gives the name, title and address of the Outside Examiner, the honorarium for that service, and, if pertinent, estimated expenses for travel, hospitality, and the honorarium for service as classroom lecturer, along with other general information. Timely submission of this form to the Honors Secretary is important to allow for completion of all associated paperwork.

- RECORD OF HONORS ACHIEVEMENT This is the most official form of all. In quadruplicate, it is signed by the members of the Candidate's Individual Honors Examination Committee. It testifies to the award of Honors, the award of provisional Honors, or the fact that no Honors have been awarded. The Honors Faculty Adviser must bring four copies to the Honors Secretary immediately after the Oral Honors Examination. One copy is bound into the master copy of the Honors Project, which is kept in the Warren Hunting Smith Library. The other copies are filed in the Registrar's Office and the respective Deans' offices.

#### **GRADE DETERMINATION OF 495 AND 496 COURSES**

Honors Faculty Advisers should assign a grade at the end of the first semester (495) based on work completed and the submission of the Written Honors Examination. If necessary, the grade may be temporarily deemed CR until the second semester is completed. Once the Honors Candidate has completed all requirements, the Honors Faculty Adviser should confirm final grades for both semesters of Honors (495 and 496) with the Registrar's Office.

A preferable alternative, in both the case of a 450 or a 495 course, is to give the first semester of Honors a grade of CR, which can be replaced by a letter grade later but, unlike the Incomplete, will appear on the transcript. This alternative would seem to be preferable especially when the work is progressing satisfactorily. Upon the Honors Candidate's request, the Registrar will send a letter to a graduate school (or scholarship foundation), stating that the student is engaged in multiple-semester Honors work and that a grade will be assigned at the conclusion of the Honors Project.

Nevertheless, a grade may be assigned at the end of each semester of Honors if the faculty member has sufficient information to do so.