

Directions

1. The student contacts the faculty member about taking the course for Honors credit.
2. The faculty member and the student determine the goals and objectives for the student.
3. The faculty member completes the SRSU Honors Program Contract.
4. The faculty member and the student sign the contract (above the ***** line).
5. The completed and signed proposal is sent to the SRSU Honors Program (Ferguson Hall 214, Box C-132) for the Director's signature.
6. At the end of the semester, the proposal is returned to the faculty member for signature and final grade (below the ***** line). The faculty member returns the completed proposal to the SRSU Honors Program.

[Note: Should the student not complete the requirements of the contract, then the student is graded according the criteria used for the rest of the class. Please go ahead and return the contract to the SRSU Honors Program with a note stating that the student is not receiving Honors credit for the course.]

7. After grades are submitted, the SRSU Honors Program contacts the Registrar's Office and requests that the course be changed to an Honors course on the student's transcript.