

## Completing the Certification of H-Option Completion form

Honors students at Southeastern can fulfill some of their Honors Diploma requirements by contracting with a course's instructor to turn that course into an Honors version of the course (e.g. COMM 400 can become COMM 400H on the student's transcript). Honors versions of courses should provide students with significantly more experience, insight, and/or academic rigor over in the course.

### Before attempting an H-option:

- Students **may not H-option a course for which there is a regular Honors version** (e.g., COMM 211H, ENGL 101H, HIST 201H)
- Students **who attempt but fail to complete two H-option contracts** will not be allowed to enter into any further H-option contracts.
- Honors options should be pursued primarily in **300-/400-level** courses.
- Honors options **should not be used to** avoid a regular honors course, or because an honors course is full or conflicts with the student's schedule.

### Filling out the Form:

1. Student information – please provide your first and last name, w#, and @selu.edu email address.
2. Course information – provide the course, section #, credit hours, computer number, semester and year of the course in which you are seeking to complete an H-Option project.

Example: for GBIO 450-01 (2251) 2 hours

- COURSE TITLE: **GBIO 450**
  - SECTION #: **01**
  - CREDIT HOURS: **2**
  - COURSE COMPUTER NO.: **2251**
  - SEMESTER & YEAR: **FALL 2021**
3. Identifying graduating seniors – if you are graduating the semester the H option is being completed, please check “yes,” so we can make sure we receive confirmation of your H-option in time for graduation check out.
  4. Honors Research Showcase – at the end of most semesters the Honors Program hosts a research showcase where **H-option completers present their projects**. It is a great opportunity to showcase your work and to develop the soft skills employers and post-graduate schools expect. **Use the check boxes to indicate if participating in the showcase** will fulfill the presentation portion of your H-option contract.

5. The description of work done in the course:

Describe in detail the nature of the Honors Option Project to be done. Faculty new to H-options should consult the **Faculty Resources page** of the [www.selu.edu/honors](http://www.selu.edu/honors) website for additional information on designing an effective H-option contract.

Ideas for completing a course as an H-option include, but are not limited to, **combinations** of the following:

- Additional readings and/or readings beyond the level of other course material (e.g. journal articles)
  - Extra reflection assignments
  - Design of parts of the student's senior thesis (e.g. prospectus, literature review, methodology)
  - Submission of a work from the course for competition, presentation, or publication
  - Completion of extra labs
  - Grading of assignments with a higher level of expectations
  - Presentation of H-option project to the Honors Research Showcase, an academic conference, a departmental research symposium, or other appropriate academic body
6. Signatures: A single form, dated and signed by the student and instructor must be submitted in hard copy.
7. **Hand deliver to the Honors Office**, room 1303 in the Student Union, on or before the due date which is in the "This Week in Honors" emails. **(If your course meets 100% online, contact us as at [honors@selu.edu](mailto:honors@selu.edu) for your submission options.)**

**Once the form is completed:**

1. The Honors Program will review the contract and may ask for further details, modifications, or **may even reject the proposal**.
2. The **Honors Office will contact the instructor** at the end of the semester to certify the terms of the H-option contract were satisfactorily fulfilled.
3. The **instructor will confirm** or reject **prior to the last day of class**.
4. Upon approval, the Honors Office will route the completed form to the **Registrar's office** who will then add the appropriate notation to the student's transcripts (e.g., GBIO 450 would now appear as GBIO 450H on the student's transcripts).