

CERTIFICATION OF H-OPTION COMPLETION FORM
(Universal Form for Launching an Honors Student's H-Option Project and Certifying H-Option Credit)

STUDENT _____ W# _____ EMAIL _____
(Please print)

COURSE TITLE (e.g., GBIO 450) _____ SECTION # _____ CREDIT HOURS _____

COURSE COMPUTER NUMBER _____ SEMESTER & YEAR (e.g., Fall 2021) _____

ARE YOU GRADUATING THIS SEMESTER? ___ Yes ___ No

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 more experience, insight, and/or academic rigor than the non-honors version of the course would provide.

This form records an agreement between a student and course instructor regarding terms of the student's project being undertaken for H-Option Credit. To launch a project, the form should be signed by the instructor and the student and submitted to the Honors office **no later than the fourteenth (14) day** of a regular course semester (7th class day for term and summer classes).

The Honors office will contact the **instructor** at the end of the semester to certify the H-option was completed and Honors credit for the course should be awarded. Certification from the instructor must take place **prior to the last day of class**.

The **instructor** should ascertain the following while advising the student:

1. The student is proposing a project that will be a bona fide **full-semester project** enhancing the overall rigor, interdisciplinarity, depth/breadth of learning, and/or experiential component of the course, not just an "extra assignment."
2. The H-Option project will be related in some way to **the complete scope** of the course.
3. The project will result in an appropriate finished product by the **last day of class** (e.g., paper, data presentation, exhibition).
4. The instructor has clarified for the student expectations regarding **the scope and quality** of the completed project and how completion of the H-option requirements will **figure into the final grade** calculation for the course (if at all).

► **For the instructor:** Would you like this student to present this project at the **end-of-semester Honors Research Showcase**? ___ Yes ___ No

DESCRIPTION OF HONORS WORK TO BE DONE IN COURSE (use "see attached" if needed)

Student signature _____ Date _____

Instructor's Name (please print) _____ Instructor's Email (please print) _____

► Instructor's Signature _____ Date _____

Deliver completed form (hard copy with original signatures required) to the Honors Office in Student Union 1303.

Please Note:

1. Forms must be submitted by the **14th day** of the course semester (or earlier publicized date for shorter semesters).
2. Honors will contact the Instructor at the end of the semester to certify the H-option was successfully completed.
3. The **instructor** must provide that certification **prior to the last day of class** for the student to receive H credit.

To be completed by the Honors Office Only

Instructor Certification of Completion Received: _____ Honors Director Approval to Issue H credit: _____
Date Signature