

How to fill out the H-Option Agreement 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. Honors versions of courses should provide students with significantly more experience, insight, and/or academic rigor in the course.

Before attempting an H-option, please take note of the following:

- Students **may not H-option a course for which there is a regular Honors version** (e.g., COMM 2117, ENGL 1017, HIST 2017)
- 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 **3000-/4000-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 H-Option Agreement 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 BIOL 4500-01 (2251) 2 hours

- COURSE TITLE: **BIOL 4500**
- SECTION #: **01**

- CREDIT HOURS: **2**
- 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 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
 - 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)
 - 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 (e.g. expecting senior-level performance in lower-level course assignments or graduate level performance in senior courses)
 - Presentation of H-option project to the Honors Research Showcase, an academic conference, a departmental research symposium, or other appropriate academic body
6. BEFORE you click submit, ensure you have spoken with your instructor. When you click submit, your instructor will receive a verification to complete.

Once the form is completed:

1. The Honors Program will review the agreement and may ask for further details, modifications, or **may even reject the proposal**.
2. The student should complete this form and should receive a confirmation upon submitting this form. Please note:
 - a. Forms must be submitted by the 14th day of the course semester (or earlier publicized date for shorter semesters).
 - b. After this form is submitted, the Honors Program will contact the instructor confirming the instructor has agreed to oversee this project.
3. 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.
4. The instructor will confirm or reject prior to the last day of class.
5. 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.