| **Who is eligible to take Honors Classes?** | A student who has no college level work must meet ANY ONE of the following requirements:  
• Have a high school GPA of 2.75 or above on a 4.0 scale;  
• Have an ACT composition score of 19 or equivalent;  
• Have a minimum Compass reading score of 81;  
• Have a letter of recommendation from a high school teacher teaching in the same subject area as the requested Honors class;  
• Have a letter of recommendation from a high school counselor.  
A continuing student must have a college GPA of 2.75 or above on a 4.0 scale.  
**Special circumstances**  
If a student who wishes to take an Honors class does not qualify under one of the above criteria, and if the instructor still feels s/he is extremely interested in that particular subject area, this student may be admitted to the Honors section, provided the instructor has given sufficient reason in writing. Final approval will be given by the Honors Director. |
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| **How do I get started?** | Offering an Honors course is strictly instructor discretion. It involves a contract, a drop slip to remove the student from section in which s/he is currently scheduled, and an add slip which puts the students into the new Honors section.  
If you agree to offer Honors, do the following in the order listed:  
• Decide what project(s) will satisfy your Honors requirement;  
• Complete with the student the Honors contract which may be found as part of your Honors packet or on the “P” drive under the Honors folder;  
• Obtain both a drop slip and an add slip;  
• You (or your student) fill out the drop slip, dropping the course that the student is currently enrolled in; at the same time, fill out the add slip, omitting the course number and letter (this will be assigned later on, pending approval of the Dean).  
• Submit the contract, the drop slip, and the add slip to the Dean’s office.  
The Dean will verify whether the student and the contract meet all the requirements. When the paperwork is returned to you, you will receive two copies of the contract and two copies each of the add and drop slips. One is for your records and the other is for the student. |
| **What kind of Honors assignments should I give?** | An Honors assignment should enrich the subject matter of the class, and it must be detailed on the contract. An assignment can be a paper(s)—researched or reaction—a project, an oral presentation, a report, or the recounting of an experience. Discretion should be used regarding length and format. |
| **What happens if a student fails to complete the Honors assignment?** | A student who fails to complete the work, who does not drop the Honors section, and who does not add back into the regular section by the deadline date for reversal will receive a one-grade penalty for the Honors grade. For example, such a student may complete the requirements for the regular section with a “B,” but for failing to complete the Honors part, that student would receive a “C” as his/her final grade. |
| **What must a student do to graduate with Honors?** | In order to successfully complete the Honors program and receive recognition at Commencement, a student must meet ALL of the following:  
• Have an accumulative GPA of at least 3.25 upon submission of the graduation application;  
• Complete at least 12 hours of Honors credit;  
• Make no grade below a “C” in any Honors course  
• **Schedule an exit interview with the Dean of Arts & Sciences during the semester of graduation, at least two week prior to the graduation date.** |

*Setting up, monitoring, and completing an Honors section has clear, definite **deadline dates**. Please comply with all deadlines so that your students can be given the credit they earn in your Honors class.*