

CERTIFICATION OF H-OPTION COMPLETION FORM

(Universal Form for Launching an Honors Student's H-Option Project and Certifying H-Option Credit)

Honors students at Spelman College can fulfill some of their Honors Program requirements by contracting with a course's instructor to turn that course into an Honors version of the course (e.g. ENG 391 can become ENG 391H on the student's transcript). Honors versions of courses should provide students with additional experience, insight, and/or academic rigor over what they would have received absent the H- option. 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

This form records an agreement between a student and course instructor (the student's "project advisor"), along with notification of the department chair over the course, 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 (A), the department chair (B), and the student (C) and turned into the Honors office **no later than the fourteenth (14) day** of the course semester. The course syllabus must also accompany this form. 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 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 study project enhancing the overall rigor 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 semester's end (e.g., paper, data presentation, exhibition).
4. The instructor has clarified for the student expectations regarding the scope and quality of the completed project.
5. The H-Option is undertaken by the student to meet requirements for an Honors Program elective.

STUDENT (Please print) _____ 900# _____ SEMESTER _____

COURSE TITLE, NO., SEC. _____ COURSE COMPUTER NO. _____

DESCRIPTION OF HONORS WORK TO BE DONE IN COURSE

(A) Instructor's Name (please print) _____ Signature _____ Date _____

Instructor's Email (please print) _____

(B) Department Chair over course (please print) _____ Signature _____ Date _____

(C) Student signature _____ Date _____

Deliver completed form to the Honors Program Office (original in hard copy required) to Giles 103. Please

Note:

1. Forms must be submitted by the **14th day** of the course semester.
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