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Procedures for Leaving Honors

The following procedures should be followed by students deciding to leave Honors at the indicated times:

a) Leaving Honors I (H I) in the Spring of Junior year:

The class H I can either be withdrawn from completely (resulting in a W on the transcript) by filling out a "Change of Schedule Add/Drop Form" or be changed into a Research or Directed Study; if you would like the latter fill out the section below. The advisor and student will determine the appropriate number of credit hours for the new Research or Independent Study course (1-4 hours). The faculty and student must ensure that the student stays at or above 12 credit hours to ensure full-time status, however. This course may not be a Pass/Fail course. In addition to the below, the advisor must fill out the "Change, Add, or Delete Course" form to create a new Research or Directed Study course.

b) Leaving Honors II at any time during the summer:

Because the student is not formally enrolled in an Honors related course during the summer, no changes need to be made. The H I credit from the previous Spring semester stays on the student's transcript and will not be changed retroactively, even though the student will not graduate with Honors. (If you have already registered for Honors II for the Fall, please remember to drop the course.)

c) Leaving Honors II (H II) during the Fall of Senior year:

The class H II can either be withdrawn from completely (resulting in a W on the transcript) by filling out a "Change of Schedule Add/Drop Form" or be changed into a Research or Independent Study; if you would like the latter fill out the section below. The advisor and student will determine the appropriate number of credit hours for the new Research or Independent Study course (1-4 hours). The faculty and student must ensure that the student stays at or above 12 credit hours to ensure full-time status, however. This course may not be a Pass/Fail course. In addition to the below, the faculty must fill out the "Change, Add, or Delete Course" form to create a new Research or Directed Study course. The H I credit from the previous Spring semester stays on the student's transcript and will not be changed retroactively, even though the student will not graduate with Honors.

The rules above serve as exceptions to normal Office of Records policy. Should the student decide to **drop** Honors during the normal add/drop time period, they can do so without any record of course(s) on their transcripts. In this case the student is advised to notify the Honors Director of his decision.

If you have decided to utilize section A or C from above by changing a student's enrollment from Honors I/II into research or directed study, fill out this section and return to the Office of Records. If you have decided to simply withdraw from the class and not replace it with a research or directed study class, do not fill out the below; instead, fill out a "Change of Schedule" slip in the Office of Records.

Are you following rule A or C? _____

Today's Date: _____

Dear Office of Records,

Please remove student _____ from _____ (circle one) Honors I or Honors II course during _____ term of _____ year. *The faculty member must complete the "Change, Add, or Delete Course" form and attached it for the student to be added into the other research or directed studies class.*

Thank you and Sincerely,

Student Signature

Faculty Signature

Honors Director (make a copy for your records)

Policy last updated September 14, 2014, and form last updated December 8, 2015

Initial and Date of Office of Records
Processing _____