

Honors 300-Level or 400-Level Course Supplement Form

Honors Course Supplements add an Honors component to a regular 300- or 400-level course. Supplements allow students to receive Honors credit for a non-honors course by adding a special component to create their own Honors Section. Supplements do not change the credit value of the course.

How to Register for an Honors Course Supplement

Once you have registered for a regular 300- or 400-level course, you must complete the Honors Supplement Form with the professor of the course. The following needs to be attached to the Honors Supplement Form:

1. A typed **Supplement Proposal**, including the following:
 - a. A description of the additional work that will be done to make the course become an Honors course (readings, papers, etc.),
 - b. Work submission deadlines of when the additional work will be due,
 - c. The percent total of the overall course grade (include the new percent totals for the regular class work, too), NOTE: The Honors supplement **MUST** count for at least 20% of the course grade.)
2. A copy of the **original course syllabus**.

Examples of Honors supplements:

- An additional research paper, or a paper in a course that does not require a paper
- An expanded paper assignment with emphasis on a higher level of analysis, not necessarily length, in lieu of a regular paper assignment (i.e., using more original sources or advanced readings)
- Advanced or additional problem sets
- A class presentation or lecture
- In-depth class readings with summaries and reviews
- Compilation of original artwork for a portfolio
- Translation of a short story with analysis in the foreign language

**Please note that undergraduate students may NOT register for 600-level classes, but Honors students who wish to receive Honors credit for a 600-level course can do so by registering for the 300- or 400-level component of the course. Then, with the permission of the professor, Honors students complete the assignments and are evaluated by the professor on the same basis as the graduate students. You must fill out the appropriate 300- or 400-level course supplement form and attach the 600-level syllabus.*

Forms are due to the University Honors Office in Hurst Hall 206 no later than:

- **Monday, September 21 (Fall 2009 semester)**
- **Monday, February 8 (Spring 2010 semester)**

Should a supplement be used to complete a Capstone requirement, **please complete this form in addition to the Honors Capstone Form**, which can be found at www.american.edu/honors or in the University Honors Office in Hurst 206.

The course will appear on your transcript with an 'H.' However, it may take up to a semester for the 'H' to appear. Please contact the Honors Office if there is a problem after one entire semester.



Honors Supplement Form

Please return to the Honors Office in Hurst Hall 206 or call 202.885.6194 if you have any questions. You will only be contacted if further approval is needed. Please keep a copy of the signed form for your own records.

FOR OFFICE USE ONLY

RB: _____ Date: __/__/__ E: _____

I: _____ D: _____

I: _____ D: _____

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Student Name:	
Student ID #:	
Student Phone:	
Student Email:	
Graduation Year:	

Professor Name:	
Professor Phone:	
Professor Email:	

Course Name:	
Course and Section Number:	- -
Semester and Year:	
# of Credits:	

I approve the attached work plan, submission deadlines and the grading procedure for this Honors Course Supplement Form.

Professor Signature

Date

University Honors Program Director, Michael Mass

Date