



HONORS OPTION APPLICATION INSTRUCTIONS

You can type within the fields of this form, but you must print and submit the form as a paper copy.

Return the completed form to the front desk of Moore College within the first ten (10) days of the semester.

The Honors Option application consists of two parts. Please read these instructions and qualifications before submitting an application.

- If willing to do so, all tenured and tenure-track professors may offer any 3000 or higher course for Honors credit. Tenured or tenure-track professors are assistant professors, associate professors or professors.
- Courses numbered 3000 and above that are taught by academic professionals, lecturers or instructors may be offered for Honors credit, if the application is signed by the head of the department in which the course is taught.
- Students cannot earn Honors Option credit for courses that are taught by graduate assistants.
- Applicants who choose not to complete the Honors Option should notify the instructor and email the Honors Program at honors@uga.edu.
- It is the responsibility of the applicant to insure that the Part II Confirmation form is received by the Honors Program office.

Part I: Complete the Honors Option Application (Part I), obtain the appropriate signatures and submit it to the front desk of Moore College within the first ten (10) days of the semester. Incomplete applications cannot be processed. **The applicant will be notified by email if the application is incomplete.**

Part II: After you have completed the additional paper or project that is required for Honors credit, complete the top portion of the Honors Option Confirmation Report (Part II) and present it to your professor. After your professor evaluates your additional work and determines that you have satisfied the Honors Option agreement, he/she must complete all information, sign and return Part II to the Honors Program or fax it to (706) 542-6993. **Honors credit will not be posted to your record until sometime after the semester ends and your grades are posted to your permanent record.**



HONORS OPTION CONFIRMATION REPORT (Part I)

You can type within the fields of this form, but you must print and submit the form as a paper copy. Return the completed form to the front desk of Moore College within the first ten (10) days of the semester.

Student Name _____ UGA ID # _____

Course Prefix, Number _____ CRN # _____ Semester/Year _____

Student's Local Address _____

Student's Email Address _____ Expected Semester/Year of Graduation _____

Professor's First & Last Name _____ Professor's Rank: [] Professor [] Associate [] Assistant [] Other*

* Date * Signautre of Department Head Required for non-tenured or non-tenure track faculty only * Instructor Title

NOTE: Students cannot earn Honors credit for courses that are taught by graduate assistants.

Describe in detail the additional paper or project that you will complete for Honors credit:

Three horizontal lines for describing the additional paper or project.

Date _____ Student's Signature _____

Date _____ Professor's Signature _____



HONORS OPTION CONFIRMATION REPORT (Part II)

You can type within the fields of this form, but you must print and submit the form as a paper copy.

To the student: Present this form to your professor when you submit the additional paper or project that is required for Honors credit. Honors designation will appear sometime after grades are posted.

To the professor: This form will be used as authorization to post Honors credit for your course on this student's permanent record. If you determine that the student has satisfied the Honors Option agreement, notify the Honors Program by returning this form to the front desk of Moore College or fax it to (706) 542-6993 as soon as possible.

Student Name _____ UGA ID # _____

Course Prefix, Number _____ CRN # _____ Semester/Year _____

Professor's First & Last Name _____

Did this student complete the additional work required to earn Honors credit in the course?

Yes

No

Date _____ Professor's Signature _____

Comments:

