

**How to convert a regular class into an Honors class**

1. Students should decide what work they feel will make the class “Honors worthy.” This can be anything from an extra paper, an extra presentation, an annotated bibliography, or some different type of work not required of students in the regular section of the course.

1. Students should consult the Honors Program coordinator if unsure. Faculty should encourage students to create their own Honors experiences that link course content with the students’ academic goals. If preferred, the student and program coordinator can brainstorm on what to do and then refer an idea back to the faculty member for approval.

1. If two or more students in the same section wish to have an Honors section created for them, faculty should consider having those students work in tandem on a project/work that they help to create.

1. Faculty should consider creating a section on their syllabi that indicates “different” or “extra” work Honors students must complete in order to make the class “Honors worthy.”

1. Students should complete the form below and send a signed copy to Mary Russell, Honors Program coordinator, at [mrussel1@kent.edu](mailto:mrussel1@kent.edu).

1. Students should retain a copy of the signed form for their records.

1. **Forms must be received no later than one week before the start of the term in which students would like to have the Honors class created. Forms received any later will not be processed.**



**Complete this form in order to convert a regular class into an honors class:**

Course Name: Click here to enter text.

|  |  |  |
| --- | --- | --- |
| Course Dept. and Course Number: | | Click here to enter text. (i.e. ENG 34003) |
| Section Number: | | Click here to enter text. (i.e. 700) |
| CRN: |  | Click here to enter text. |
| Credit Hours: |  | Click here to enter text. |
| Semester and Year: |  | Click here to enter text. |
| Student Name: |  | Click here to enter text. |
| Kent State ID: |  | Click here to enter text. |
| Kent State email address: |  | Click here to enter text. |

Brief description of what student(s) will do to make the course Honors worthy:

Student Digital Signature (full name): Click here to enter text.

Date: Click here to enter a date.

**Students: Please STOP HERE. Save this form, and email it to your instructor.**

Instructor Digital Signature (full name): Click here to enter text. Date: Click here to enter a date.

Honors Coord. Signature (full name): Click here to enter text. Date: Click here to enter a date.

Asst. Dean Signature (full name): Click here to enter text. Date: Click here to enter a date.

**Return completed form to Mary Russell (**[**mrussel1@kent.edu**](mailto:mrussel1@kent.edu)**) no later than one week before the start of the term in which the Honors class would be created.**