

Honors Programs Conversion Policy

REVISED January, 2002

How to Convert a Regular Course to an Honors Credit Course

Preamble: The goal of the Honors Scholars Program is to encourage and nurture students with unusual enthusiasm for learning. In addition to taking Honors courses or Honors sections, students in the Honors Scholars Program may convert existing courses for Honors credit. The conversion mechanism provides students with the opportunity to enrich their educational experiences as faculty supervise their in-depth exploration of specialized topics introduced in class. The purpose of the Conversion Policy Statement is to insure high scholarly quality and consistent standards in this practice of individualized exploration.

General Guidelines

1. Conversion credit is awarded for learning activities which are relevant to the course, which are educationally worthwhile, and **which go *significantly beyond normal course requirements***. The following is a sample of appropriate activities: researching and writing an extra scholarly paper for a course: attending a symposium or lecture series and writing a critical review of the ideas presented: participation in additional service activities or field experience and analyzing one's experiences: completing an additional set of challenging mathematical problems or laboratory experiments: participation in weekly seminars that complement a class
2. Any Honors Scholar can arrange to convert any 200 level course (including a department independent study course) into a Conversion Credit Course. In addition, Honors Scholars may convert a **maximum** of nine credits of 100-level course work and apply these converted credit credits toward their Honors Certificate requirements. Honors Scholars **may not** convert a course if that course or its equivalent is available that semester as an Honors section or course.
3. Honors Scholars may also receive conversion credit for taking a graduate course. No additional Honors activity is required, although students must earn a course grade of **"B-"** or higher. (Students should be aware that when Honors credit is given for a graduate course, that course becomes part of the student's undergraduate program and cannot count towards a graduate degree.)
4. Honors Scholars can convert no more than 6 credits during a summer.

Specific Application Procedures

1. To initiate the conversion process, students must first pick up Honors Conversion Credit Agreement Forms from the Honors Program Office in South A or on-line at **www.honors.uconn.edu**.
2. A. **Undergraduate Courses (100- & 200-level):** To receive Honors conversion credit for **undergraduate courses**, a student must make an appointment to discuss first whether the faculty member is willing to offer a course Honors conversion. If so, the student must **outline** both the **proposed activity** in detail along with **agreed to semester meeting times** with the faculty. A **minimum** of two additional meeting times with the professor is recommended. These meetings and the use of an outline allow the faculty to monitor the student's ongoing progress and give additional advice and counsel and the student the opportunity for self-evaluation. The student must secure **written approval** of their proposed activity from **both** the instructor of the course and the student's Departmental Honors Advisor. A copy of this signed agreement/outline should reside with the faculty member, the student and the Honors Office.
B. **Graduate Courses (300-level):** To receive Honors conversion credit for a **graduate course** a student must secure written approval from the student's Departmental Honors Advisor only (written approval from the instructor is not necessary).

2. A student must submit a completed Honors Conversion Credit Agreement Form (**with signatures from the instructor, if a 100- or 200-level course, and Departmental Honors Advisor**) to the Honors Programs Office no later than the **third week** of the fall or spring semester in which the activity will be undertaken (first week for a summer semester course). We recommend that students secure their instructors' and Departmental advisor's approval for proposed activities before the end of the preceding term

Receiving Honors Credit

1. Once the Honors activity is completed, the instructor evaluates whether it merits Honors credit. The activity should meet departmental guidelines and evidence curiosity, creativity, scholarly rigor, and intellectual depth. Honors Conversion Credit Agreement Forms are sent to the instructor during the last week of classes. If the instructor finds the completed activity acceptable by the above-mentioned criteria, the instructor is to complete the bottom section of the Form and return it to the Honors Programs Office by the last day of finals week. Conversion requirements must be completed by the third week of the next registered semester in order for conversion credit to be awarded.
2. Besides completing the proposed Honors activity, an Honors Scholar's regular coursework must be of high caliber. If the Scholar does not earn a "**B-**" or better in the class, Honors credit will **not** be awarded regardless of the quality of the student's Honors activity. Courses placed on Pass/Fail (P/F) and courses marked as Satisfactory/Unsatisfactory (S/U) are **not** eligible for Honors credit.
3. Once the Honors Programs Office learns of the student's successful completion of an Honors activity and receipt of a course grade of "**B-**" or higher, the student's transcript will change. A transcript note following the course will denote that the student successfully converted the course for "Honors Credit". The note will normally appear on a student's transcript within four weeks of the end of a semester providing the Honors project has been completed satisfactorily, grade requirements have been met, and the verification has been received from the instructor.
4. Because the conversion policy is intended to deepen a student's understanding while he/she is taking a Regular University course, conversion activities must occur while the student is taking the course. Once a student has received a final grade for a course, the student cannot retroactively begin an activity that will earn the student conversion credit.

Quality Assurance

1. Each Department will set guidelines specifying the qualities expected in an activity for which a student is to receive Honors conversion credit. Departmental Honors Advisors should make these guidelines available to the Honors Programs Office and to all Honors Scholars and faculty in the Department. Departmental guidelines should stress that successful conversion activities should demonstrate curiosity, creativity, scholarly rigor, and intellectual depth.
2. The Departmental Honors Advisor is responsible for making certain that a student's proposed conversion activity meets the Department's and University's standards of academic excellence.
3. The scope and substance of the student's proposed activity must be described **clearly and in detail** on the Honors Conversion Credit Agreement Form. The Honors Programs Office will review completed Forms and may deny Honors credit for activities that appear to fall significantly below the standards stated in a Department's written guidelines, that are vaguely described, or for which there is insufficient documentation. If a Conversion Credit Agreement Form is denied, the Honors Programs Office will send the Form back to the student for revision. The student must submit any revised proposals to the Honors Programs Office for approval by the third week of the term.