

## H. HONORS COURSE APPROVAL FORMS

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### Honors Coversheet Instructions

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Honors courses must be significantly more rigorous than regular courses and should offer students the opportunity to take greater responsibility for their educational experience. They are accelerated courses that allow students to consider more complex topics and more demanding material. But the most important distinguishing characteristic of an honors course is the quality of the work expected.

In order to have a thorough and timely evaluation of courses being submitted to COC for approval as honors courses, faculty are asked to submit the attached one-page coversheet, as well as a copy of their proposed course syllabus. The coversheet asks faculty to provide some of the administrative and logistical information about the course that does not normally form part of course syllabi, as well as the instructor's vision for how the course meets all three criteria for honors courses.

Only courses which do not have prerequisites are eligible for Honors designation.

If the honors course is based on a course previously approved by COC, faculty submit only the Honors Course Proposal Form, the syllabus for the proposed honors course, and the syllabus for the original course. If the proposed honors course is a new course, the standard New Course Proposal Form must also be submitted. Furthermore, approval of honors courses as “Liberal Studies” courses with “IP designation” and/or as cluster courses must be sought separately according to the procedure outlined by COC.

Once COC approval has been extended, departments may offer the honors course in accordance with the rotation described by the All College Honors Program.

Curriculum Operations Committee action:

1. Honors requirements: \_\_\_\_\_ approved \_\_\_\_\_ denied \_\_\_\_\_ tabled Date: \_\_\_\_\_

Only courses which do not have prerequisites are eligible for Honors designation.

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# Honors Course Proposal

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*Date:*

*Submitter's Name:*

*Department:*

*Course Title:*

*Course Catalogue Number:*

*Is this a New Course?*

*Meets Requirement for:* \_\_\_\_\_ *major* \_\_\_\_\_ *minor*

\_\_\_\_\_ *interdisciplinary program* \_\_\_\_\_ *Cluster*

*How often will the course be offered?*

*Can the course be taught within the present staffing?*

*Will the course replace a currently-existing course? Which?*

*Please provide an explicit statement addressing how the course meets the following honors course criteria either as an attachment to this form or in the syllabus.*

- A. *Accelerated pace to leave time for increased depth and breadth of content coverage.*
- B. *Diverse and challenging assigned readings that reinforce the rigorous application of concepts.*
- C. *Assignments that reflect higher expectations for student performance in reading, writing, problem-solving, logical thought, analysis, synthesis, and oral presentations.*

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*Signatures:*

**Instructor/Professor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*--Please Attach a Proposed Syllabus--*