

Honors Program Conversion Policy

Guidelines to Convert Courses Not Designated as Honors Courses

The Honors conversion process is used as a mechanism for an Honors student to earn “Honors credit” in a course that is not listed as an Honors course. The Honors conversion process may be applied to the following types of courses: regular courses, independent study courses (including independent study Honors thesis courses), study abroad courses. Courses with sections already offered for Honors credit cannot be converted, students must enroll in the Honors section. Depending upon the type course being converted, specific guidelines, signatures, and forms are required. Please take care to follow the instructions given below for the type of course you are converting.

Message for Faculty: To be carried out successfully, an Honors conversion requires careful planning, close collaboration between student and faculty member throughout the semester, and a serious commitment by both parties to see the project through. THANK YOU for your willingness to undertake this responsibility. We hope that your participation in the student’s undergraduate Honors education results in a mutually engaging and rewarding experience. The following are guidelines to assist you in the development of a productive Honors conversion. If you wish to discuss any aspect of the Honors conversion process, please call the Honors Program Office at (860) 486 4223.

Converting Regular Courses to Honors Credit

An Honors conversion is a method for adding an “Honors dimension” to a course or section that is not already an Honors course. It is generally used when students desire to study a topic for which no Honors course or section is scheduled. It is also used for students involved in independent study, research, or graduate courses (no form is required for graduate courses).

Content of conversion: The Honors conversion project should go more deeply into methodology and theory; it should address more sophisticated questions and/or include more advanced or demanding readings or problems; and it should satisfy more rigorous standards than non-Honors coursework. The following is a sample of appropriate activities: researching and writing an extra scholarly paper; preparing and delivering a presentation of relevant material to the class; attending symposia or lecture series and writing critical reviews of the ideas presented; participation in additional service activities or field experience and analyzing one’s experiences; completing an additional set of challenging problems or laboratory experiments; participation in regular seminars that complement a class.

Study Abroad courses: Students who wish to do Honors work while studying abroad may propose a conversion project with the on-site instructor. Study abroad conversions require approval from the Honors advisor in the department approving the course for UConn credit and the Honors advisor in the student’s major department. The UConn Honors advisor in the course department would be considered the instructor of record for the conversion project and would consult with the course instructor on site to confirm its successful completion. Alternatively, students may work under the supervision of the Honors advisor in the course department —from a distance-- to complete a conversion project for a course taken while abroad.

Group conversions: An instructor may arrange to oversee a group of students enrolled in the same class in a group conversion experience. Students and the instructor would meet at the start of the semester to decide on a conversion project that they could work on as a group. Students may complete individual conversion forms, or the instructor may submit one document to cover all students participating in the conversion. If the instructor plans to submit for the group, he/she should email a description and of the conversion project and a list of participating students to honors@uconn.edu, subject line “group conversion” by the stated deadline.

Workload: The Honors conversion project should require no more than an additional 20 – 25 hours of work beyond other course requirements.

Meetings with instructors: There should be planned regular meetings between the faculty member and student(s) to review, discuss, and revise as the project develops.

Eligibility to supervise a conversion: All course instructors may offer Honors conversions. Graduate students are asked to consult with a tenure-track member of the department who teaches the same course to review the development and fulfillment of the conversion project. If the conversion project is overseen by a graduate student, both the graduate student and her/his faculty supervisor must sign as course instructors on the Course Conversion Agreement form.

Independent Study Courses (including Honors Research and Thesis Courses)

Honors conversion for any type of independent study course requires Honors-level work in the discipline. Honors students would participate in more advanced research or take more initiative in an Honors independent study as compared to a non-Honors independent study experience. Research undertaken in Honors independent study courses often becomes part of the Honors thesis. In some departments where specific thesis courses are not offered, students use the independent study designation for their Honors thesis (conversion forms required). Students should consult with their Honors advisors to ensure proper registration for the Honors thesis and to discuss how the conversion of this independent study course fits into their Honors Final Plan of Study.

Eligible courses and guidelines: Students may convert any independent study course approved by their Honors advisor and faculty supervisor. This may include “independent study” and “research” type courses. To obtain Honors credit, students enrolled in independent study courses must complete a Course Conversion Agreement form. The second page – the Course Conversion Plan form – is not required. Conversion forms must be signed by the departmental Honors advisor and the instructor of record for the independent study.

5000- or 6000-Level Graduate Courses

Graduate courses offer Honors undergraduate students the opportunity to participate in advanced seminars and higher-level courses in their disciplines. Upon approval of the Honors advisor, graduate courses may be used toward the requirements for Honors Scholar graduation and marked on the Honors Final Plan of Study. In some cases, graduate courses are required for Honors work in the major department. Students **do not** need to file Honors conversion forms for graduate courses; the course will count towards their required 12 Honors credits for graduation, however, will not be coded as “Honors credit” on their transcript.

Timelines, Deadlines, Signatures, Completion, and Posting Honors Credits All Conversion Types

Forms, timetable and deadlines: The Conversion Credit Agreement form and accompanying Course Conversion Plan must be submitted to the Honors Program Office by the deadlines posted (first week of summer session). Forms for study abroad courses are due three weeks from the beginning of the study abroad semester. Students must complete the conversion project during the semester in which the course is offered.

Signatures: Course Conversion Agreement forms must be signed by the student, instructor (and faculty supervisor if instructor is a graduate student), and departmental Honors advisor. In the case of study abroad courses, the form must also be signed by the Honors advisor in the department providing credit. In lieu of signing a form, signatories may send e-mail messages to the Honors Program, subject line “Honors conversion signature”.

Completing the conversion process: To receive Honors credit, students must earn a B- or above in a graded course (**courses taken for P/F or S/U grades may not be taken for Honors credit**) and complete the work outlined in their conversion agreement, independent study or graduate course by the end of the semester. The Honors Program Office sends an email to instructors with instructions how to confirm that conversion projects of students in her/his classes have been completed satisfactorily. Within a few weeks of receipt of instructor confirmation and confirmation of a grade of B- or above, the Honors Program Office requests the Honors credit notation on the student’s transcript. Students should check their unofficial transcript to confirm that Honors credit has been applied 3-4 weeks after the end of the semester. Graduate courses will not have the “Honors credit” notation listed on the transcript but can be used toward Honors credit in their major; however, the graduate course must be listed as part of the approved Honors Final Plan of Study.



Honors Program

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Honors Scholar Course Conversion Agreement

Fall/Spring deadline: end of third week of classes

Winter/Summer deadline: end of first week of classes

Student & Course Information *(please type or write clearly)*

Name _____ Student Admin# _____

School/College _____ Honors Major _____

Graduation: Month/Year _____ Net ID _____

Check all that apply:

1000-5000 Undergraduate Level Ind. Study Honors Thesis Study Abroad

Dept/Subj: _____ Course/Catalog #: _____ Section#: _____ *(Sample: ANTH 1000 001)*

Course Semester & Year (sample: Fall 2013) _____

Instructions for the Student:

- 1) Complete the **Student & Course Information** section above.
- 2) Complete **Course Conversion Plan** form (not required if this is an independent study or thesis course).
- 3) Ask instructor and **Honors** advisor (for your **Honors** major) to review the form (s), sign, and return to you.
- 4) Submit completed forms with **both signatures** to the Honors Program Office, CUE 419, by due date above.
- 5) NOTE: Transcripts are not updated with Honors credit until the end of the semester after the approval process is complete.

To the Instructor: Converting a course for Honors credit requires careful planning, close collaboration between the student and faculty member throughout the semester, and a serious commitment by both parties to see the project through. THANK YOU for your willingness to undertake this task. We hope that your participation in the student's undergraduate Honors education results in a mutually engaging and rewarding experience. Attached are guidelines to assist you in the development of a successful Honors conversion. By signing below you are indicating your willingness to supervise this student's Honors conversion or independent study project and confirm completion of this work at the end of the semester. Please sign and return this form to the student.

Graduate student instructors are asked to consult with a tenure-track member of the department who teaches the same course to review the development and fulfillment of the conversion project.

At the end of the semester, during finals week, the Honors Program will email you with instructions to verify the successful completion of this conversion. This process will ensure the student receives "Honors Credit" coding on their transcript. At this time you may also choose to deny or mark conversion as incomplete using our online system.

Course Instructor *(please print)* _____ Department _____

*Email _____ *Net ID _____

*Instructor Signature _____ *required

Supervisor of Graduate Student Instructor (signature not required) _____

To the Honors Advisor: The student whose name is listed above has proposed to complete an Honors conversion this semester. With the exception of students enrolling in independent study or graduate courses, a **Course Conversion Plan** outlining the project he/she intends to complete for Honors credit accompanies this form. By signing this agreement, you are acknowledging the intellectual merit of this activity and stating that, if completed, it deserves Honors credit. If the student is a junior or senior, these credits may be applied toward your department's requirements for Honors Scholar graduation. Please sign and return form to student.

Honors Advisor *(please print)* _____ Department _____

Net ID _____ (only required for viewing advisee's conversions in Honors online system)

*Honors Advisor Signature _____ *required

Transcripts will be updated with "Honors Credit" two to three weeks after the end of the semester, after conversion work is approved by instructor and a B- or above has been posted in Student Admin.

