



## Application for 498 / 499 Honors Courses

Student name:	ID #:	Current class:    SO    JR    SR
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Major:	Semester of course: Fall of _____ (Year) or Spring of _____ (Year)
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Honors courses are not available during the intersession or summer terms  
Grades of "A" or "B" are required for credit in honors courses. Grades lower than a "B-" will be recorded as a grade of "F."

Department: \_\_\_\_\_ Title of course: \_\_\_\_\_

**A course syllabus must be attached to this application, which includes the following information:**

1. Subject matter
2. Method of learning
3. Specific assignments with due dates
4. Plan of interaction with faculty sponsor
5. Course objectives, learning objectives and outcomes
6. Bibliography and Resources

**Carefully read the guidelines on the reverse of this form before completing and submitting this application to the Registrar's Office.**

**Faculty use only:**

Course number: (Circle) Honors 498 (MECE only)    Honors 499

Credit hours requested for this course \_\_\_\_\_

Faculty Sponsor \_\_\_\_\_ Signature \_\_\_\_\_

Course Dept. Chair \_\_\_\_\_ Signature \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Signature \_\_\_\_\_

**Registrar Office use only:**

Course Section Assigned \_\_\_\_\_ Credit Hours Approved \_\_\_\_\_

Asst. to the Registrar: Mrs. Pamela Beck    Signature \_\_\_\_\_

## Application Guidelines

A student may pursue areas of interest not available through regular course offerings as listed in the Grove City College Bulletin by registering for an honors course in the department of choice, provided a faculty sponsor is available and the study experience is approved by the appropriate Department Chair, Academic Advisor and the Registrar's Office.

The following policies apply:

- Grades of "A" or "B" are required for credit in honors courses. Any grade lower than a "B-" will be recorded as a grade of "F."
- A maximum of six hours of independent study, independent research, or honors courses combined may count within the 128 hours required for graduation (course numbers 260, 270, 360, 370, 460, 470, 498 and 499). A maximum of six additional hours of independent study/research/honors courses may be taken beyond the 128 hours required for graduation, but these hours may not count toward any requirement for graduation.
- Independent study and research must be completed on campus; however, an off-campus course may be approved but only when done in conjunction with an approved internship program.
- No more than two independent study, research, or honors courses may be taken by a student during a single academic year.
- Independent study, research, and honors courses may not be planned as substitutes for required general education or major courses.
- The established time involved for each credit hour awarded should be equal to fifteen hours of equivalent in-class time plus a minimum of thirty hours outside preparation time.
- Independent study, research, and honor courses must be added or dropped during the normal semester registration period or during the College's Drop/Add week at the beginning of each semester.
- Students must have sophomore, junior, or senior class standing.
- Individual departments may have minimum CQPA restrictions to qualify for independent work.
- Faculty may supervise a total of nine credit hours of independent experiences and/or five students each semester; therefore, not all requests will be approved.

### Registration Process:

- A student should first work with a faculty sponsor to design an appropriate program of study. All requirements for the experience must be outlined in the course syllabus. The faculty sponsor will show his/her approval of the study by signing the application.
- The application and completed course syllabus will next be reviewed by the appropriate Chair of the Department in which the proposed study will occur and then by the student's academic advisor. The study form and syllabus will then be submitted to the Registrar's office for final review. Students will not be enrolled in the class until this form has been approved by the Registrar's Office.