

INSTRUCTIONS FOR PREPARING HONORS PROGRAM ACTION FORMS

I. PREPARATION OF THE HONORS PROGRAM ACTION FORM

The Honors Program Action should have all appropriate signatures as indicated on the form before the action is submitted to the Academic Standards Office for placement on the University Courses and Curricula Committee agenda for review and approval and final approval by the Dean of Undergraduate Academic Programs.

II. INFORMATION REQUIRED FOR TYPES OF HONOR PROGRAM ACTIONS

A. *NEW PROGRAM:*

For new programs, the Honors Program Action form should be completed in full with all attachments numbered appropriately.

B. *REVISIONS IN PROGRAM:*

For program revisions, the Honors Program Action form should be completed in full with an attached list of the proposed change(s) including a statement of justification for each. A copy of the current requirements should be included.

C. *DISCONTINUATION OF A PROGRAM:*

Complete the Honors Program Action form in full and attach a statement for discontinuation of the program.

IV. APPROVAL AND SUBMITTING ACTION:

Honors Programs may be initiated by a department or a college depending upon the scope of the program. Departmental action should be done in consultation with the College Honors Program Director.

Departmental programs should be recommended by the Department Head and the College programs should be recommended by the College Honors Program Director. The program shall be reviewed by the College Honors Program Committee and/or the College Curriculum Committee and, if recommended at that level, approved by the College Dean.

The original and 1 copy of the completed Honors Program Action form should be sent by the Dean's Office to the Academic Standards Office in the Division of Undergraduate Academic Programs, Box 7105, for review and approval by the University Courses and Curricula Committee and the Dean of Undergraduate Academic Programs.

V. NOTIFICATION OF APPROVAL:

Final approval by the Dean of Undergraduate Academic Programs will be followed by the distribution of approved copies to the Program Director, the University Registrar, and the offices of those that signed the form.