

- For members of the University Honors Program only – See **guidelines and procedures** on opposite side -

**Ad Hoc Honors Credit for:** Autumn | Winter | Spring | Summer Quarter, Year \_\_\_\_\_  
(circle one on each line)

**Course will satisfy:** Civilization | Natural Sci. | Seminar | Departmental Requirement

**Course Information:**

Course name, section, & number as listed in the UW Time Schedule: \_\_\_\_\_  
(i.e.: ENGL 367 B or BIOL 180)

**Student Information:** *(complete at beginning of quarter)*

Name: \_\_\_\_\_

Student #: \_\_\_\_\_ Email: \_\_\_\_\_

*Student is currently a member of:*

College Honors

Departmental Honors

**Honors Course Alterations:** *(complete at beginning of quarter with instructor)*

To earn Ad Hoc Honors Credit for this course, I will complete all of the standard course requirements with the following changes and/or additions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor: \_\_\_\_\_ Email: \_\_\_\_\_

**Advisor Approval:** *(complete at the beginning of quarter with an Honors or Departmental advisor)*

I have discussed the Ad Hoc process and requirements with the above student.

**Honors Advisor's Signature & Date**

(If this course will satisfy an Honors Core requirement, an Honors Program advisor in the Honors Office must sign this section. If it will satisfy a departmental requirement, please have it completed by your departmental advisor.)

**Instructor Approval:** *(complete at end of quarter)*

The above student has completed my course and satisfied the Ad Hoc Honors requirements.

**Instructor's Signature & Date**

Please return to: University Honors Program - 211 Mary Gates Hall - Box 352800

**The Registrar will be notified and the course recorded as "Honors" (H) credit only after the course has been completed and this form signed and returned to the Honors Office.**

## GUIDELINES FOR ADMINISTERING AD HOC HONORS CREDIT

### CONCEPT

Ad Hoc Honors is an option **ONLY** available to members of the University Honors Program. Through Ad Hoc, a student can work with an instructor to obtain Honors credit for a course. It is assumed that any Honors student who exercises this option is interested in pursuing the subject to a greater depth and with more intensity than she or he could within the framework of the regular class and is prepared to undertake the extra work and expend the extra energy. It is also assumed that instructors **will not** accept this contract if she or he is unable to give the time and effort necessary to supervise and examine the Honors student's work during the quarter. This work should reflect qualities of scholarly effort beyond the ordinary. In short, both student and instructor are committing themselves to extra efforts and to a more demanding and more penetrating pursuit of the subject, rather than merely additional work. Unless both are prepared to make this commitment, the Ad Hoc option should not be undertaken.

If you are not currently an Honors student but would like to pursue Honors through your major(s), **OR** if you are a College Honors student and have not yet declared Honors in one of your majors, please fill out a Departmental Invitation form with your departmental advisor. You can find the form on our website:

<http://depts.washington.edu/uwhonors/advisors/invite.pdf>

### PROCEDURE

To receive Ad Hoc Honors Credit for a course:

1. Meet with your instructor and discuss the concept of Ad Hoc Honors as described above.
2. Summarize the agreement of how you will satisfy Honors credit on the front of this form.
3. Visit an Honors advisor to verify that your agreement is within the spirit of the Ad Hoc Honors option and to note what requirement the course will satisfy. *If you intend to have the course satisfy an Honors Core requirement, you must visit an Honors advisor in the Honors Office (211 Mary Gates Hall). If the course will satisfy a departmental requirement, please see your departmental advisor.* **You MUST have an adviser signature before you begin an Ad Hoc project.**
4. Hold on to this form (the Honors Office can store it in your file if you wish) and review it with your instructor at the end of the quarter. Your instructor's signature ensures that you have completed the Ad Hoc Honors requirements.
5. Return the completed form to the Honors Office no later than the second week of the following quarter.

The Registrar will be notified of the Ad Hoc agreement and the course recorded as "Honors" (H) credit on your permanent record only after the course has been completed and the form signed and returned to the Honors Office. Where appropriate, you may request an "Incomplete" pending fulfillment of the Honors requirements in the course. If you need any further information, please contact the Honors Office in 211 Mary Gates Hall (206-543-7444).

*Please note:* It is imperative that you contact an Honors adviser and your instructor to make these arrangements **before** the beginning of the class. If you delay, not only do you risk being unable to complete the additional course work in time, but the instructor may well decline to supervise an Ad Hoc option at all.