

HONORS PROGRAM

STUDY ABROAD  
AD HOC HONORS

- 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 \_\_\_\_\_

**Course will satisfy:** Civilization | Natural Science | Seminar

**Course Information:**

Course name, section, & number as listed in the UW Time Schedule/Transcript: \_\_\_\_\_

Program title: \_\_\_\_\_

Department sponsoring the program: \_\_\_\_\_

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

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

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

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

To earn Ad Hoc Honors Credit for this study abroad 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 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.)

\_\_\_\_\_  
**Instructor Approval:** *(complete at end of the study abroad program)*

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, the credits transferred to onto the university, and this form signed and returned to the Honors Office.**

## GUIDELINES FOR STUDY ABROAD AD HOC HONORS CREDIT

### CONCEPT

Study Abroad Ad Hoc Honors is an option **ONLY** available to College Honors students. Through Ad Hoc, a student can work with an instructor to obtain Honors credit for work completed abroad. 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 program. 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 Study Abroad Ad Hoc option should not be undertaken.

### PROCEDURE

To receive Ad Hoc Honors Credit for work abroad:

1. On acceptance to the study abroad program, meet with an Honors Program advisor to discuss requirements and options.
2. Meet with your instructor and discuss the concept of Ad Hoc Honors as described above.
3. Summarize the agreement of how you will satisfy Honors credit on the front of this form.
4. Visit an Honors advisor **before departing on your study abroad program** 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). You MUST have an Honors advisor's signature before beginning your study abroad program.*
5. 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 program. Your instructor's signature ensures that you have completed the study abroad Ad Hoc Honors requirements.
6. Return the completed form to the Honors Office no later than the second week of the next 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 is completed, credits transferred back to UW, and the form signed and returned to the Honors Office. If further information is necessary, please contact the Honors Office in 211 Mary Gates Hall (206-543-7444).

#### *Please note:*

It is imperative that you contact an Honors advisor and your instructor to make these arrangements **before** the beginning of the study abroad program. 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.