Below are the steps necessary to complete an Honors Course Proposal. Once all steps are completed and your proposal has been approved, you will be registered into the Honors section of the course. It is strongly recommended that you start this process the semester before you plan to take an Honors course.

1. **Determine which course you would like to take for Honors credit, then register for this course.** The course must already be in the class schedule for the desired semester, but it cannot be either an independent study or an internship. To take a course for Honors credit, you need to design and complete an Honors Project that extends beyond the scope or depth of material already in the course syllabus.

2. **Contact the course instructor to determine whether they are willing to sponsor your Honors Project for this course.** The course instructor must agree to supervise your Honors Project in order for you to take their course for Honors credit. Some courses will not have an instructor assigned to them until the semester starts, so you may have to wait until the first day of class to start this step.

3. **Write your Honors Course Proposal with the instructor.** This Proposal details the Honors Project you will pursue and specifies a timeline for its completion, including meetings with the instructor. Refer to the Honors Scholar Program website for information on what qualifies as an Honors Project.

4. **Submit your completed Proposal with your signature and the instructor’s signature to the Honors Program Coordinator no later than two weeks into the semester.** The Faculty Honors Committee will review your Proposal. If they have questions or concerns, they will contact you and the instructor to seek clarification or to make suggestions. Once they approve your Proposal, they will forward it to the appropriate Dean’s office. The Honors section of the course will then be created in GCC’s registration system and you will be registered for it.

5. **Check your myGCC account to verify that the Honors section of the course has been added to your schedule.**

If you have questions about any of these steps, please ask the Honors Program Coordinator or your instructor as early as possible.

GCC is an affirmative action/equal opportunity institution. For disability accommodation, please contact the Coordinator of Disability Services (413) 775-1812.
Honors Course Proposal Overview

Any GCC college-level credit course, apart from independent studies and internships, may be taken for Honors credit, provided that the instructor of that course allows this option. To take a course for Honors credit, a student must create an Honors Course Proposal that is approved by the course instructor and by the faculty Honors Committee. The student submits the Honors Course Proposal to the Faculty Honors Committee no later than two weeks after the course begins, although it is strongly recommended that this Proposal be worked out and submitted before the semester begins. This Proposal details the scope of the Honors Project the student will pursue and specifies a timeline for its completion, including meetings with the instructor. The form can be found here: gcc.mass.edu/honors.

An Honors Project can take many forms, but it must extend the student’s learning beyond the material already on the course syllabus. This might mean that a student examines a course topic in greater depth or explores more advanced topics beyond the scope of the course. Examples of suitable Honors Projects include such things as a research paper, independent research, literature review, presentation of academic work publicly or in class, field work, art project, designing and leading learning activities in class, and performance. Honors Projects must include clearly defined learning objectives and a provisional timeline or plan for meeting these.

Once approved, the student must complete the Honors Project by the end of the semester in order to receive Honors credit for the course. Unlike for other courses, grades of IN (incomplete) are not available for an Honors Project. Furthermore, to receive Honors credit for the course, the student must earn a minimum of a B in the course itself.

Up until the last day to withdraw from the course with no record, the student may withdraw their Honors Proposal and pursue the course for regular, non-Honors credit by submitting a drop/add form signed by the student, the instructor and the Honors Program Coordinator. (Note that the GCC Honors Scholar Capstone Course and the UMass Honors Seminar award Honors credit without the need for a Proposal.) If the student does not complete the Honors Project by the end of the semester, or does not receive a minimum grade of B for the course, no Honors credit will be awarded for the course, and instead, regular, non-Honors credit will be awarded in accordance with GCC grading policies.

Honors courses other than the capstone course and the UMass Honors Seminar are notated on student transcripts with an “H” added to the course number. E.g. ENG 112H.
# Greenfield Community College
## Honors Course Proposal Form

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>#:</th>
<th>GCC Email:</th>
<th>Term:</th>
<th>Course Subject:</th>
<th>Course Code:</th>
<th>Course Section:</th>
<th>CRN:</th>
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<tbody>
<tr>
<td>Last</td>
<td>First</td>
<td>M.I.</td>
<td>Student ID #</td>
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### Honors Project

Fill out this section in consultation with the course instructor.

1. What are your learning objectives in taking this course for Honors credit? (What do you hope to accomplish or learn, and why do you want to take this course for Honors credit?)

2. Provide a detailed description of your Honors Project (e.g. a research paper, independent research, literature review, presentation of academic work at a conference, field work, art project, etc.). How does this Project reach beyond the material already in the course syllabus?
3. Describe how the instructor will evaluate your Honors Project and provide a provisional timeline for completing your Honors work.
**The Student:** I attest that the information on page one is correct. I have read and/or helped to draft the Honors Project and agree to fulfill and demonstrate success in fulfilling the objectives I have specified.

Student Name (print): _____  
Student Signature: ___________________________ Date: ______________

**Instructor:** It is my best judgment that this proposed Honors Project is suitable for this student and that this student is prepared to complete the proposed Honors Project. I have reviewed the details of the Honors Project Proposal and agree to oversee the student’s progress in fulfilling their objectives.

Instructor Name (print): _____  
Instructor Signature: ___________________________ Date: ______________

**Honors Program Coordinator:** This proposal has been reviewed by the Faculty Honors Committee.  
☐ Proposal approved  ☐ Proposal not approved

Honors Program Coordinator Name (print): _____  
Honors Program Coordinator Signature: ___________________________ Date: ______________

**Grouping Admin:** Honors version of course has been added as a crosslisted course.

Course Subject: _____  Course Code: _____  Course Section: _____  CRN: _____

______________________________________________________________________________

FOR REGISTRAR’S OFFICE USE ONLY (after course is built)

**Registrar’s Office:** Student has been added to the course

Date: __________  Initials: _______