



# University Honors Program Adapted Course Application

Honors Scholars use this form to propose the adaptation of a 300-level course for Honors credit. The course being proposed should allow the student to delve deeper into his/her area of study. **Completed application and signed Add/Drop Form must be submitted to the Honors Program Office four weeks prior to the given semester.** Students: complete the front of this form and bring it when you meet with a faculty member to discuss the adapted course option.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NEIU ID# \_\_\_\_\_ EMAIL \_\_\_\_\_@neiu.edu

MAJOR \_\_\_\_\_ ANTICIPATED GRADUATION DATE \_\_\_\_\_

COURSE NAME \_\_\_\_\_

DAYS \_\_\_\_\_ TIME \_\_\_\_\_ LOCATION \_\_\_\_\_

COURSE REFERENCE NUMBER (CRN)				

SUBJECT	COURSE NUMBER	SECTION NUMBER	CREDIT HOURS

SEMESTER	YEAR

Please explain why you wish to adapt this particular course for Honors credit. Your description should clarify how this course relates to your area of study and builds on your disciplinary foundation of knowledge. Please be specific in your response.

FACULTY MEMBER'S NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ EMAIL \_\_\_\_\_@neiu.edu

[see reverse side](#)

## Learning Contract

Please provide a brief rationale for how you will adapt your course for Honors credit for this student. Your course likely already incorporates many Honors course requirements. Please indicate how this student will be able to expand upon the research opportunities in your course in accordance with the Honors Scholar emphasis on the research/creative process. The Honors Course Philosophy Statement is provided below as a reference.

Note that adapted courses must include a research/creative process component consistent with the discipline of the course. Suggestions for adapting your course for Honors credit include participatory learning that makes connections between disciplines, applied projects or service learning, modifying a course to be writing intensive, expanding depth of course topics, or instituting student oral presentation of materials.

FACULTY MEMBER'S SIGNATURE \_\_\_\_\_ FACULTY ID NUMBER \_\_\_\_\_

## Honors Course Philosophy

Honors courses engage students in every aspect of the learning process, fostering participatory learning through an interchange of ideas among peers and between the students and faculty. Honors courses enrich the university experience of motivated and academically inquisitive students through intellectually challenging experiences that go beyond basic requirements of good pedagogical practices. Honors courses aim to foster student interaction with outstanding faculty, and to instruct students in all stages of the research or creative process. Classes cultivate critical thinking, independent analysis of course material, and skill in self-expression, communication, and critical writing. The topics and subject matter of Honors courses are often more challenging and students are encouraged to explore content in greater depth and detail in order to develop their capacity for independent and creative work. Honors students are expected to be active participants in their learning, to develop an awareness of current research, and to gain knowledge of technical and methodological advances in different disciplines.

Submit completed application **and Add/Drop Form** to Honors Program Office (B141) one month before the start of classes.

### UHP use only:

APPROVE  REVISE/RESUBMIT Initials \_\_\_\_\_ Date \_\_\_\_\_



# ADD/DROP FORM

**STUDENT ID NUMBER**

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**STUDENT NAME**

Last Name	First Name	Middle

**STUDENT NEIU EMAIL ADDRESS**

	@neiu.edu
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**THIS REGISTRATION IS FOR:**

FALL 20\_\_\_\_\_

SPRING 20\_\_\_\_\_

SUMMER 20\_\_\_\_\_

COMMENTS	CODE	COURSE REFERENCE NUMBER (CRN)					SUBJECT	COURSE NUMBER				SECTION NUMBER		CREDIT HOURS

**Student Responsibility for Payment of Educational Services at Northeastern Illinois University**

I understand that I am registering for educational courses at Northeastern Illinois University (“NEIU or University”). I hereby acknowledge and agree that I am fully responsible for the cost and expense of all tuition, fees, and other related educational expenses associated with my receipt of educational services at NEIU. I understand that if I do not pay in full the total amount due and at the time of registration, I hereby agree to the terms and conditions of this Financial Agreement for Educational Services at NEIU.

**Full Financial Agreement is on the back of this form.**

By signing below, I agree and accept each term of the Financial Agreement and understand the legal implications and obligations as stated herein above. Please feel free to contact the Bursar Services Office at bursar@neiu.edu or 773-442-5170 if you have any questions prior to the acceptance and execution of this agreement.

**STUDENT'S SIGNATURE:** \_\_\_\_\_

Date: \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_

Date: \_\_\_\_\_

## **Student Responsibility for Payment of Educational Services at Northeastern Illinois University**

I understand that I am registering for educational courses at Northeastern Illinois University ("NEIU or University"). I hereby acknowledge and agree that I am fully responsible for the cost and expense of all tuition, fees, and other related educational expenses associated with my receipt of educational services at NEIU. I understand that if I do not pay in full the total amount due and owing for the educational services, tuition, fees and expenses on or before the first payment due date for the academic semester, I hereby agree to the terms and conditions of this Financial Agreement for Educational Services at NEIU.

### **Financial Agreement Terms And Conditions**

I acknowledge that by signing the add/drop form I hereby voluntarily, knowingly and with full consent agree to the following terms and conditions established by Northeastern Illinois University (NEIU) for the receipt of educational services.

1. I hereby accept and agree that the University shall allow me to defer payments equal to the costs of tuition, mandatory fees, course fees, as set by the Board of Trustees of Northeastern Illinois University on behalf of NEIU for the academic semester.
2. I hereby agree that this deferred payment arrangement shall apply solely and strictly to the costs for tuition, mandatory fees, and course fees, in the manner and method as set by the office of Bursar Services at NEIU.
3. I understand that if I incur any additional charges that are outside of this deferred payment arrangement, such as costs associated with parking fees, unreturned rented textbooks, bank returned checks or other miscellaneous costs, and such charges are placed on my NEIU Student Account, I hereby agree that I am solely and fully responsible for the payment of these charges to NEIU.
4. I understand that in the event I withdraw from NEIU I shall do so according to the guidelines established by NEIU, which are available (by semester) at <http://www.neiu.edu/Current%20Students/class-schedule/index.html>. If I withdraw after the established deadlines, I hereby agree to pay NEIU for any and all tuition and mandatory fees associated with these classes.
5. I understand that I am responsible for maintaining my current address and phone number via NEIUport.
6. I agree that this Agreement creates certain financial responsibilities. I understand that such financial assistance is not dischargeable in accordance with the United States Bankruptcy Code in any bankruptcy proceeding before the United States Bankruptcy Court.
7. I understand that the NEIU Bursar Services office shall create a payment schedule under which I shall make deferred payments toward the balance of my NEIU Student Account in order to repay the University for the amount of tuition, mandatory fees, and course fees in the academic semester. Due dates shall be set in accordance with the NEIU Bursar Services office payment schedule found at [Http://www.neiu.edu/About%20NEIU/Administration/VP%20-%20Finance Administration/Business%20Services/Busar/Bursar.html](Http://www.neiu.edu/About%20NEIU/Administration/VP%20-%20Finance%20Administration/Business%20Services/Busar/Bursar.html).
8. I hereby agree that if I fail to make the payment amount(s) in accordance with the payment schedule and/or pay the University the full amount of monies owed, the following conditions will apply:
  - A. The University shall assess a \$50 late fee; and
  - B. The University shall place a temporary hold on my access to register for future courses until the balance of my NEIU student account is paid in full; and
  - C. The University shall place a temporary hold on the release of my academic records until the balance of my NEIU student account is paid in full; and
  - D. The University may submit a claim for the outstanding balance to the State of Illinois under Section 10.05 of the State Comptroller Act. The State Comptroller's Office may take action to collect this debt in accordance with state law; and
  - E. The University may refer my outstanding debt to an external collection agency for collection pursuant to state and federal law, which may result in collection costs of up to 40% being added to any outstanding balance or debt. In the event of a referral of my debt to an external collection agency, I hereby agree to be responsible for any and all collection costs of up to 40% incurred by the University, including any service charges and/or interest; and
  - F. This Agreement shall be construed in accordance with Illinois law and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Cook County, Illinois regardless of my domicile at the time of bringing such suit. In the event of litigation, I agree to pay all costs associated with such, including but not limited to, attorney and legal fees; and
  - G. The University and/or the external collection agency may report my delinquent debt to a national credit bureau which may negatively impact my credit history and score. By selecting the "I Accept" button herein below, I am agreeing to all terms and conditions as set forth herein above and agree to the incorporation of any other related documents. I enter into this Financial Agreement with full knowledge of its legal implications and without coercion and/or promises made to me by the University. I also agree and acknowledge that prior to agreeing to this Financial Agreement, I had the right and option to discuss the terms and conditions herein with a private attorney at my sole cost and expense.

I hereby ACCEPT AND AGREE to the above terms and conditions of the Financial Agreement in the manner described herein above. By signing this form, I agree and accept each term herein and understand the legal implications and obligations as stated herein above. (Upon acceptance, we recommend that you go to the bursar webpage, and print a copy of this agreement for your records.)

Please feel free to contact the Bursar Services Office at [bursar@neiu.edu](mailto:bursar@neiu.edu) or 773-442-5170 if you have any questions prior to the acceptance and execution of this agreement.

**Northeastern Illinois University**

## University Honors Program

### Criteria for Adapting a 300-level Course for Honors Credit

Upper division Honors students take nine 300-level credits as Honors Electives or “adapted courses.” The student and instructor complete a “learning contract” describing the Honors-level work the student will complete for these 300-level courses.

The learning contract is negotiated between the instructor and student and describes the detailed, specific elements that will differentiate the Honors course from the regular course requirements (p. 2 of the Adapted Course Form). Ultimately, the instructor establishes these criteria and elaborates how these can be met.

**Honors-level work means a qualitatively different kind of work, not just more work.** Honors students learn at a more rapid pace and to a broader extent, and can analyze academic content at a greater depth and from a more mature intellectual perspective, including synthesizing and presenting information in new forms and formats. Honors students make connections among ideas, practices, and approaches within and outside their primary field of interest, as well as evaluate ideas and arguments, including defending and justifying these. Honors work is student-driven and faculty-supported, enabling students to have a more research/creative educational experience while taking a leadership role in their education.

#### **Adapting a 300-level course to an honors course commonly includes one (or more) of the following:**

- Include a focused research/creative process component (consistent with the discipline), e.g.:
  - Develop a research design
  - Collect and/or analyze data
  - Conduct library research/literature review
  - Do a performance
  - Write program notes
  - Do a case study
  - Work with the faculty member on their research project
- Expand the depth or breadth of course topics, such as:
  - Synthesize materials to make interdisciplinary connections
  - Design and/or conduct an applied project in the community
  - Engage the community with a project that addresses local and/or global real-world problems
  - Write an expanded research paper to more deeply explore a topic of interest to the student
- Modify the course as writing-intensive
- Institute a student oral presentation or lecture of their work
- Student-led seminar discussion and/or presentation

Honors projects can involve research writing, data analysis, experimentation, interpretation, design, or artistic production. This project may be self-reflective, analytical, or creative. While no fixed point value is attached to these requirements, the Honors component of an adapted course is ideally worth about one third of the course grade.

**Adding an extra paper, report, or book usually does not raise the level of the regular class to the Honors level.** While quantitative additions may be necessary, Honors adapted courses feature a higher degree of sophistication and complexity that enable broader, deeper, and more complex learning. Honors classes cultivate critical thinking, independent and skillful self-expression, communication, and critical writing. A course that does not challenge and stimulate shortchanges the student and undermines the credibility of the University Honors Program.

**IMPORTANT NOTE:** After the student submits the adapted course form and it is approved by the UHP:

1. NEIU creates an Honors course section and D2L course shell for the student. (For example: BIO 318 becomes ZBIO 318 for that Honors student and a ZBIO 318 D2L course shell is created)
2. The student is **dropped** from the original section and D2L shell.
3. The student is **added** to the newly created Honors “Z” section and Honors D2L shell. **This process is automatic and no material or content is lost.**
4. Enrollment Services will email the CTL and the UHP when this changeover occurs. The CTL will combine the newly created Honors D2L course shell with the original D2L course shell and inform the instructor when this happens. **The student may have a 1-day lag in accessing D2L.** Please contact [ctl@neiu.edu](mailto:ctl@neiu.edu) with questions.