

Dear Faculty Colleague,

Thank you for your willingness to provide honors credit through your course. The conversion process is the most common path ISU students use to earn required honors elective credit, and it is essential to the viability of the Honors Program because it allows students to simultaneously pursue their major degree requirements while completing the honors curriculum.

### **What is honors conversion?**

Conversion is a process that assigns honors credit to a non-honors class. This credit is accompanied by the addition of honors content to the regular class requirements, with the goal of deepening the student's experience, immersion, learning and demonstration of mastery of course material. The honors "dimension" can be quantitative (a more lengthy or substantive version of an assignment than that required of others in the class), qualitative (a deeper or more sophisticated expectation of student analysis or writing), experiential (a related service or independent research project, formal presentation of classwork), or something else. Both faculty and student will sign the conversion contract, and so the faculty member may devise the project alone or in collaboration with the student. As a faculty member, you are entrusted with defining what constitutes an honors version of your class.

### **Which courses may be converted?**

Any credit-bearing university course may be converted, provided that the faculty and student can agree upon an honors project (this includes entry level and non-traditional classroom courses - on-line, fieldwork, etc.). Upper level courses are often the best target for conversion, as they typically have depth and complex assignments that are simply modified for the honors dimension of the class.

### **How does conversion "work"?**

Honors conversion changes the course title (for the individual student only) by adding "HON:" before the regular title; this distinction identifies the class as an honors course on the student's degree audit and transcript. Once the conversion form is submitted, the Office of Registration and Records applies the title change after the final grade has been submitted.

**As a faculty member, what do I need to do in this process, and how do I submit the grade?**

After the student approaches you about converting the course, you will need to determine the honors content for the class. The student will need a brief (paragraph length) description of the conversion project to be submitted with the signed form. Once the form is submitted and the course is completed, **simply assign a grade for the class, incorporating the honors project as specified** (this may now become part of the grade calculation, or it may simply be an ungraded prerequisite for honors credit – that is up to you, but should be specified in advance). Because conversion changed the class to an “honors” class, the grade you submit **is** the honors grade. In addition, although the conversion process of previous years created a separate class section/roster for the conversion students in Blackboard and on your Portal class listing, the current process maintains one roster for all students (the conversion is applied after grades are submitted).

### **What if the student doesn't complete the honors portion of the class?**

Once the class is converted via submission of the form, the student is enrolled in an honors version of your class. Because failure to complete a portion of a class would typically result in a reduced grade, it is expected that an abandoned, incomplete or otherwise unsatisfactory honors project will result in a grade deduction. However, as faculty member of the course, you are free to handle this as desired (it would be helpful to specify how the honors project factors into the grade in the initial documentation for the conversion). In the event that the student and faculty member agree that the honors conversion should simply be canceled, both parties must notify the Honors Program office at x-3225 by the end of study week in the given semester.

Please feel free to contact me with any questions or concerns about this process.

Best regards,

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