

# Honors Program Course Drop Policy

## Drop policy

Honors students will only be able to drop an honors course under the most extraordinary or extenuating circumstances and only when the drop is approved by the Honors Director or Honors Council. Honors students are free to drop non-honors courses as regular students are. Below is the outline of the drop procedure for honors courses:

1. Fill out an honors course drop form that includes a 250 word essay stating why the student needs to drop the course;
2. Students wishing to drop an honors course must meet with an Honors Program staff member to fully explain why they wish to drop the course. An updated degree planning form must also be filled out in consultation with the Honors Program staff member. The updated degree planning form must provide details as to how the student will address the dropped course and still be able to finish the Honors Program;
3. In the case of a student requesting a drop for the first time or a drop of an “elective” honors course, the Honors Director will review the drop form, degree plan and any other relevant information and render a decision. In the case of a denial, students will have the right to request a review by the Honors Council. This appeal must be submitted to the Director within one week of receipt of the decision. Appeals made after this time will be automatically denied.
4. In the case of a student requesting a drop for extraordinary or extenuating circumstances, the Honors Council will review the drop form, degree plan and any other relevant information and render a decision.

## Important Notes

1. Honors Program students are encouraged to take additional honors courses that are not on their current Honors Program degree planning form. Students will be allowed to drop these “elective” honors courses without penalty provided that it is clear that they are not repetitively enrolling and subsequently dropping these courses. Students must, however, still go through the formal honors course drop procedure.
2. Honors Program students may be allowed to drop one Honors Program course provided that they can document the fact that they have made an effort to succeed in the class. Evidence such as a current passing grade in the class, regular attendance in class and turning in all required assignments to date are examples. In order to exercise this option, the student must have met with their instructor to discuss their desire to drop the course and document these items (current grade, attendance record and turned in assignments). The instructor will have the ability to recommend a drop approval in this case.
3. In the case of multiple honors offerings for a given requirement (e.g. lab science), students are allowed to take a course from a different area. A student may, for example, be allowed to drop honors CHEM 1411 and take honors BIO 1480 or GEO 1402 in a subsequent semester. The intention here is to allow students the opportunity to explore other academic areas. In the case of single honors offerings for a given requirement (e.g. HIST 1301, GOVT 2301), however, students will be required to take the same course.

## Honors Program Course Drop Form

Student Name \_\_\_\_\_ CID \_\_\_\_\_ Date \_\_\_\_\_

Please indicate the type of drop that you are requesting (please see the prior page for a full description of these drop types:

1. "Elective" honors course \_\_\_\_\_
2. First requested drop of an honors course\* \_\_\_\_\_
3. Extraordinary/Extenuating circumstances \_\_\_\_\_

**Reason for dropping:**

**\* To be completed by the instructor in the event of a student requesting a drop from an honors course for the first time:**

Current grade in the course \_\_\_\_\_

Number of missed classes \_\_\_\_\_

Have all assignments been turned in? \_\_\_\_\_ Yes \_\_\_\_\_ No

Would you recommend allowing the student to drop the course? \_\_\_\_\_ Yes \_\_\_\_\_ No

Instructor initials \_\_\_\_\_

**For office use only**

Degree plan \_\_\_\_\_

Director \_\_\_\_\_

Instructor \_\_\_\_\_

Decision \_\_\_\_\_