Departmental Honors Request Form

for_____, 20_____
(term) (year)

Part I: To be completed by the student	
Student Name	**Student ID**
E-mail Address	**Local Telephone**
Overall GPA: _____ **Math GPA:** _____	**Honors College?** ___ Yes ___ No
Mathematics Courses Completed (incl. grades)	**Current Mathematics Courses**
Select Honors Math Courses _____ _____ _____	**Other Math Courses to be taken**
Part II: To be completed by the advisor/faculty sponsor	
Faculty Sponsor **Printed** **Signature**	**Date**
Faculty Recommendation (to be completed by student's advisor, or other mathematics faculty)	
Part III: To be completed by the Undergraduate Director	
Undergraduate Director's Decision ___ Approve ___ Deny **Signature**	**Date**
Comments (to be completed by Undergraduate Director)	

Directions

1. Part I should be completed by the student.
2. The faculty sponsor should complete Part II and verify the information in Part I, particularly the previous mathematics courses completed, in progress, and planned. *Do not forget to sign and date the form.*
3. Completed forms should be turned in to DeeAnn Moss in the Undergraduate Office (LC 413).
4. Forms received by the end of advisement will be evaluated within one week of receipt. Forms received after the end of advisement will be processed as time allows.
5. Each student, and his or her advisor, will be informed of the decision as soon as a decision is made. Approved students will see the requested course(s) appear on their schedule as they are entered by the Honors College.
6. If you will be taking more than 18 credit hours of courses (including the Honors courses on this form), please be sure to complete the necessary form in the Dean's Office (Flinn Hall).