**HON 299: Special Topics Proposal Procedure/Form**

The following document outlines the procedure and required materials to submit a HON 299 course. Send the completed form/documents to the Honors Director(s) via email.

Please complete the following:

1. In the box below, please provide a 1 to 3 paragraph honorific statement. This statement should include information about how students will be assessed/graded, the difficulty of material covered, any modes of instruction, and how the course goes “above & beyond” a regular college course.

[Fill in your honorific statement]

1. Attach a generic syllabus that includes statements or hyperlinks for:

* Course title as listed in the current catalog
* Course description as listed in the current catalog
* Listing of or reference to Program Learning Goals
* Number of credits
* Learning objectives specific to the course
* Course Outline including calendar
* Methods of assessing student learning (assignments, exams, etc.)
* Instructor name and contact information
* Required and supplemental texts and materials
* Academic Honesty Policy
* Students with Disabilities Policy

1. If the proposed course stems from a previously taught course outside of the Honors Program, attach the syllabus for the course.
2. Conformation from your respective Dean, indicating that teaching your section of HON 299 is permitted. This should be sent to the Honors Director(s).
3. Once the materials above have been received, the Honors Council will vote on the honorific validity of the course. A majority vote will permit the course to run.