# HONORS COLLEGE

#### 1. Access and Complete the Top Section of the Form

Begin by accessing the Honors Research Form at https://www.ou.edu/honors/academics/current-students/ forms and filling in the top section. You'll need the three-digit section number for your professor, which you can find by searching one.ou.edu. Enter the department prefix (e.g., BIOL, PSY) and locate the specific Honors Research (3980) section. If no section number is listed, contact the department's administrative assistant to set one up, as we require this number to process the form.

#### 2. Indicate Your Honors Thesis Requirement Intent

Check "yes" or "no" to specify whether you plan to use this 3980 course for your Honors Thesis. Most students do, although some may have alternate projects.

### 3. Complete the Remaining Form with Your Professor

Collaborate with your professor to outline the work expectations and deliverables, as this form serves as your grading contract. Include as much detail as possible, as insufficient information may lead to your form being returned.

### 4. Gather Required Signatures

Obtain signatures from yourself, the professor, and a representative from the department, either the department's Honors Coordinator or chair. If the form is submitted after the second week of classes, you will also need the Dean's signature from the college of your research area.

### 5. Submit the Completed Form to the Honors College

Once you've completed and signed the form, submit it to the Honors College by pressing the "Submit" button at the bottom of the online form page.

### 6. Enroll in Honors Research

After receiving an email confirmation of approval, enroll yourself in the course and select the correct number of credit hours (default is 1 hour). If you encounter credit hour errors, retrieve your signed form from the Honors College and visit Enrollment Services for correction. Honors students need 3 credit hours of 3980 to graduate; Biology majors need 4.

### 7. Submit Your Completed Project

At the end of your research, submit your project using the Honors Thesis submission form, available on the website.

## **Changing Variable Credit Course Hours**

Once you enroll in a course that is variable credit hours, the system will automatically enroll you in the minimum number of hours for that course.

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Click on "My Schedule and Options" to change the number of hours that you are enrolled in.

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