HONORS COLLEGE

HONORS READING FORM

(INSTRUCTIONS)

Revised: 10/25/2024

3960 (Honors Reading) is an independent study with flexible parameters. Students in this course typically focus on reading and discussion of material with their professor, rather than work that culminates in a large project. 3960 can be used as a preparatory course for a longer research project that will be completed in a subsequent semester, or it can be used to explore a very particular area of interest. 3960 can be taken for 1, 2, or 3 credit hours at a time; up to 3 credits of 3960 may be used to fulfill Honors requirements.

1. Access and Complete the Top Section of the Form

Begin by accessing the Honors Reading Form at <u>https://www.ou.edu/honors/academics/current-students/</u><u>forms</u> and fill in the form. Make sure to include the three-digit section number for the professor you are working with. This number is available through the Course Search on one.ou.edu; simply enter the department prefix (e.g., BIOL, PSY) and find your professor's specific Honors Reading (3960) section. If no section number is listed, contact the department's administrative assistant to set one up, as we cannot process the form without it.

2. Collaborate with Your Professor on Form Details

Together with your professor, complete the remainder of the form. Establish clear agreements on the work you'll complete, expectations, and evaluation criteria. As this form serves as your grading contract, it is beneficial to include as much detail as possible. Forms lacking adequate information on deliverables and grading standards will be returned for revision.

3. Gather the Necessary Signatures

Obtain signatures from yourself, the professor, and a representative from the department responsible for the Reading—either the department's Honors Coordinator (see list) or the department chair. If submitting the form after the second week of classes, the Dean's signature from the college where the Reading occurs is also required.

4. Submit the Form to the Honors College

Please complete all required fields, then submit the Honors Reading Form by clicking the "Submit Form" button at the bottom of the page. It will be forwarded to the Honors College Advisor, who will provide the final approval.

5. Enroll in Honors Reading

After receiving an automated email confirming permission, you must enroll yourself in the course and select the correct number of credit hours, as the default is 1 hour. (See attached screenshot for instructions.) Any errors with credit hours will require you to retrieve the signed form from the Honors College and take it to Enrollment Services for correction.

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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