

**Petition to use HONS Course Numbers**

Standard Operating Procedure is for students to complete upper level course work, including their bachelor’s essay in their major. However, we recognize that there will be instances when this is not possible. Students may use this form to petition for enrollment in:

 HONS 395 -

 HONS 398 –

 HONS 399 –

 HONS 499 – Bachelor’s Essay

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Petitioning to use HONS \_\_\_\_\_\_ Anticipated Grad Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requirements:**

* Students must be in good standing with the Honors College and have completed all other Honors College requirements
* Letter explaining the need to use the HONS course number you are requesting
* Statement from your faculty advisor confirming that they will work with you
* Verification of faculty advisor of their credentials to teach subject materials
* Completed Individual Enrollment Form or Individual Enrollment Form for Bachelor’s Essay
* Degree Audit

**Deadlines:**

* April 1st prior to enrollment of the fall semester
* November 1st prior to enrollment of spring semester

All applications will be reviewed by the Honors Committee and are subject to final approval by the Dean of the Honors College. Late or incomplete applications will not be guaranteed processing before enrollment deadlines. Therefore, it is important to ensure that you submit your petition and supporting documents by the deadlines listed above.

Submit to the Honors College, honors@cofc.edu

**Signature of Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Petition Approved:** \_\_\_\_\_\_\_\_ **Petition** **Denied**: \_\_\_\_\_\_\_\_

**Signature of Dean**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_